ST/AI/218/Rev.16/Add.1

UNITED NATIONS

SUBJECT INDEX

TO

ADMINISTRATIVE ISSUANCES

November 1994

INTRODUCTION

1. The present subject index to administrative issuances provides the information needed to locate issuances on specific subjects that are current as of 31 October 1994. This publication is issued annually, together with a numerical index, under the symbol ST/AI/218/-.

2. The entries in this index are arranged under major categories and subcategories, numbered for ease of reference. Each entry indicates the subject-matter and the document symbol of current issuances related to it.

3. Excluded from this index are circulars of interest or applicability to project personnel, issued under the series symbol ST/IC/P/-.

4. It should be noted that the description of the organizational structure contained in chapter X does not fully reflect current organizational restructuring. Detailed statements of the functions and organization of these offices will be issued in due course. Secretary-General's bulletins ST/SGB/248, ST/SGB/249, ST/SGB/257, ST/SGB/258, ST/SGB/264, ST/SGB/265, ST/SGB/271 and ST/SGB/273 provide further information in this regard.

5. Copies of the index are available through official distribution or by checking off the appropriate box in the form provided herein and returning it to Administrative Issuances, Department of Administration and Management, at Headquarters.

6. Comments and suggestions concerning this publication will be appreciated. They should be addressed to Administrative Issuances, Department of Administration and Management, room A-6030, United Nations, New York, NY 10017.

NUMERICAL AND SUBJECT INDICES
TO UNITED NATIONS ADMINISTRATIVE ISSUANCES

To: Administrative Issuances
Department of Administration and Management
Room A-6030

From:

Organizational unit:

Location:

Telephone
extension:

Please provide _____ copies of the numerical index

_____ copies of the subject index.

Please delete our prior request from your distribution list

[ ] Numerical index

[ ] Subject index

CONTENTS

		Page
I.	**BUILDINGS, PREMISES AND SECURITY**	1
	1. Buildings and premises	1
	2. Garage	2
	3. Passes	2
	4. Safety	2
	5. Security	3
II.	**CLAIMS**	3
III.	**COMMUNICATIONS, ARCHIVES AND RECORDS**	4
	1. Archives and records	4
	2. Communications, correspondence and mailing	4
	3. Pouch	5
IV.	**CONFERENCES**	5
V.	**DOCUMENTS AND PUBLICATIONS**	5
	1. General	5
	2. Regulations for the control and limitation of documentation	5
VI.	**FINANCE**	7
	1. Financial arrangements	7
	2. General	7
	3. Regulations and rules	8
	4. Revenue-producing activities	9
	5. Trust funds and special accounts	9
VII.	**GENERAL OFFICE PROCEDURES**	9
VIII.	**LIBRARY**	11
IX.	**MISSIONS**	12
X.	**ORGANIZATIONAL STRUCTURE**	12
	1. General	12
	2. Institutes	13
	3. Inter-agency boards and committees	14
	4. Secretariat departments and units	14
	5. Secretariat boards and committees	17
	6. Units servicing voluntary programmes	19

		Page
XI.	**PERSONNEL**	20
1.	Administration/staff relations	20
2.	Allowances, entitlements and grants	21
3.	Appeals	23
4.	Appointments, placement and promotion	24
5.	Attendance, leave and working hours	26
6.	Delegation of authority	27
7.	Duties and obligations	27
8.	Job classification systems	28
9.	General	29
10.	Medical and other insurance	30
11.	Pensions, post-retirement services and employment beyond retirement	31
12.	Post adjustment	32
13.	Salary scales and payments	32
14.	Staff regulations and rules	33
15.	Training, career development and examinations	33
16.	United States taxes	34
17.	Visas	34
XII.	**PROPERTY AND SUPPLIES**	35
1.	Property control	35
2.	General	36
XIII.	**PROTOCOL**	36
XIV.	**TRAVEL AND TRANSPORTATION**	37
1.	Automobiles, baggage and customs	37
2.	Expenses	37
3.	General	38
	INDEX	39

SUBJECT INDEX TO ADMINISTRATIVE ISSUANCES

I. BUILDINGS, PREMISES AND SECURITY

1. Buildings and premises

Access to premises during closure of First Avenue - ST/IC/1994/30; ST/IC/1994/42

Access to the Secretariat building and the United Nations Garage - ST/IC/88/2

Arrangements for admission to premises, catering facilities and commercial operations for the forty-ninth session of the General Assembly - ST/IC/1994/33; ST/IC/1994/42 (see also Security, section I.5, below)

Card access control system at Headquarters - ST/IC/1992/80; ST/IC/1993/20 and Amend.1 (see also Passes, section I.3, and Security, section I.5, below)

Catering arrangements - ST/IC/83/50; ST/IC/86/16; ST/IC/1991/47 (para. 2 only); ST/IC/1993/47

Closure of Headquarters buildings to the public: Official holidays and - ST/IC/1993/67; ST/AI/283

Committee on Contracts: composition and functions - ST/SGB/Organization, annex I

Elevators:
--Use of automated elevators - ST/IC/84/59

Energy conservation - ST/AI/323; ST/IC/89/34

Escalators: Change of direction between the first basement and the fourth floor - ST/IC/1992/43

Excess property - ST/AI/322

Fireworks display on Monday, 4 July 1994 - ST/IC/1994/31

General Assembly and Conference buildings: Second floor as a restricted area - ST/IC/89/23/Rev.1

Meditation Room located in the visitors' lobby of the General Assembly building - ST/IC/1990/79

North garden construction project - ST/IC/1992/68 and Add.1

Safeguarding of United Nations keys - ST/IC/84/33

Secretariat buildings:
--Environmental conditions - ST/IC/85/44

United Nations bookshop service for staff members - ST/AI/244

Use of Dag Hammarskjöld Memorial Library building - ST/AI/145/Rev.1; ST/AI/335 (paras. 7-8); ST/AI/387

Use of United Nations premises:
--Official meetings and conferences - ST/AI/145/Rev.1; ST/AI/335; ST/AI/387
--Informal meetings - ST/AI/335
--Luncheon meetings - ST/AI/282 (paras. 3-5); ST/IC/86/16

2. Garage

Access - ST/IC/83/61/Rev.1; ST/IC/86/7; ST/IC/88/2; ST/IC/1992/79 (see also Security, section 1.5 below)

Closure of the Garage service drive - ST/IC/86/7

Garage: Repair work - ST/IC/1992/79

Garage Review Board - ST/SGB/192; ST/AI/349; ST/IC/86/14 and Add.1
--Applications for the second review - ST/IC/85/37
--Membership - ST/IC/85/65
--Report and recommendations - ST/IC/86/14 and Add.1

Garage: safety, traffic and parking rules - ST/AI/349

Motorcycle and bicycle parking - ST/AI/349; ST/IC/86/33; ST/IC/1994/4

Parking rates:
--Delegations - ST/IC/84/12
--Staff members - ST/IC/86/49 (para. 2 only); ST/IC/1994/4; ST/AI/349

Vehicle service station - ST/IC/80/55

3. Passes

Card access control system at Headquarters - ST/IC/1992/80; ST/IC/1993/20 and Amend.1 (see also Grounds passes below)

Grounds passes - ST/SGB/259; ST/AI/155/Rev.2 and Amend.1 (para. 5); ST/AI/333; ST/AI/387; ST/IC/1992/42; ST/IC/1992/80; ST/IC/1993/20 and Amend.1

Material and package removal passes - ST/AI/193/Rev.1; ST/AI/309/Rev.1

Pass and Identification Unit office location - ST/IC/86/28

Personal identification cards: Headquarters (including retired staff) - ST/AI/333; ST/AI/387

Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours - ST/AI/310; ST/AI/387

4. Safety

Accident prevention: Instructions with respect to reporting of work injuries, safety measures and - ST/AI/120/Rev.2; ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1

Guidelines for work with visual display units - ST/IC/84/18 and Amend.1

Safety measures and accident prevention: Instructions with respect to reporting of work injuries - ST/AI/120/Rev.2; ST/SGB/Staff Rules/ Appendix D/Rev.1 and Amend.1

5. Security

Authority of United Nations security officers - ST/AI/309/Rev.1; ST/AI/387; ST/SGB/259

Card access control system at Headquarters - ST/IC/1992/80; ST/IC/1993/20 and Amend.1 (see also Security measures to be implemented at the United Nations Headquarters complex below)

Delivery and picking up of personal packages - ST/IC/84/85; ST/IC/89/50; ST/AI/387

Material and package removal passes - ST/AI/193/Rev.1; ST/AI/309/Rev.1

Microcomputer viruses: prevention - ST/IC/1990/8; ST/IC/1992/14

Safeguarding of United Nations keys - ST/IC/84/33

Secure telecommunications equipment - ST/SGB/269

Security arrangements for admission to United Nations Headquarters - ST/AI/387 (see also ST/SGB/259; ST/AI/309/Rev.1; ST/IC/84/91; ST/IC/1992/42; ST/IC/1992/80; ST/IC/1993/20 and Amend.1)

Security measures to be implemented at the United Nations Headquarters complex - ST/IC/1992/42 (see also Passes, section I.3, above)

Security of information - ST/SGB/272

Security of valuable articles; lost and found property - ST/AI/227

Valuables and confidential material - ST/IC/81/38; ST/AI/341; ST/SGB/272

II. CLAIMS

Advisory Board on Compensation Claims: composition and functions - ST/SGB/Organization, annex I

Claims Board:
--Composition and functions - ST/SGB/Organization, annex I/ Amend.2; ST/AI/149/Rev.4
--Membership - ST/IC/1991/71 and Add.1

Compensation and related rules: application to staff - ST/SGB/ Staff Rules/Appendix D/Rev.1 and Amend.1

Compensation for loss of or damage to personal effects - ST/AI/149/Rev.4

Compensation to members of commissions, committees or similar bodies in the event of death, injury or illness attributable to service with the United Nations - ST/SGB/103/Rev.1; ST/AI/119

Death and disability coverage for members of the Joint Inspection Unit - ST/AI/235 and Corr.1

Designation, change or revocation of beneficiary - ST/ADM/SER.A/1315

Time-limits governing the submission of claims under the Staff Regulations and Rules - ST/AI/120/Rev.2; ST/AI/149/Rev.4; ST/ADM/SER.A/1312

Tort claims: resolution of - ST/SGB/230

III. COMMUNICATIONS, ARCHIVES AND RECORDS

1. Archives and records

Access to League of Nations archives - ST/SGB/135

Gifts and historical items: Preservation and disposition - ST/SGB/136; ST/AI/267; ST/AI/380

Sale of copies of United Nations recordings: procedure - ST/AI/67/Rev.6

United Nations archives and records management - ST/SGB/242; ST/AI/326 and Corr.1
--Secretary-General's private papers - ST/AI/326 (annex II) and Corr.1
--Secretary-General's records and archives - ST/AI/326 (annex I) and Corr.1

2. Communications, correspondence and mailing

Cables:
--Cable envelopes - ST/IC/77/30
--Transmission of cables - ST/IC/86/61
--Use of cable communications - ST/ADM/SER.A/1636

Confidentiality of mailing lists and registers - ST/AI/341

Correspondence Manual - (see ST/DCS/4)

Delivery of personal packages, mail and periodicals to United Nations premises - ST/IC/84/85; ST/IC/89/50

Electronic mail - automatic message deletion - ST/IC/1994/28

Electronic mail policies and standards - ST/AI/386

Headquarters postal address - ST/IC/81/64

Messenger unit zoning system - ST/IC/89/21

Outgoing official United Nations mail at Headquarters: general principles and procedures - ST/AI/82; ST/AI/189/Add.10; ST/AI/271; ST/AI/341

Secure telecommunications equipment - ST/SGB/269

Security of information - ST/SGB/272

Telegraph form - ST/AI/330

Telephone and facsimile communications services to United Nations offices, specialized agencies and peace-keeping missions - ST/IC/1992/66 and Amend.1; ST/SGB/269

Telephone dialling procedures - ST/IC/80/75; ST/IC/84/90; ST/IC/1992/66 and Amend.1

Telephone system - ST/IC/78/22; ST/IC/87/29

Telephone voice mail - installation of a new system - ST/IC/1994/1

Transmission of cables - ST/IC/86/61

Use of airmail envelopes - ST/AI/271

Use of cable communications - ST/ADM/SER.A/1636

3. Pouch

Diplomatic pouch automated voice information system - ST/IC/1993/36

Diplomatic pouch service - ST/AI/368

IV. CONFERENCES

Official United Nations travel to and representation at conferences and meetings - ST/SGB/207/Rev.1; ST/AI/133; ST/AI/319

Scheduling of meetings and provision of conference services - ST/AI/211; ST/AI/335

Special conferences: planning, preparation and servicing - ST/SGB/160; ST/AI/249/Rev.3 and Amend.2; ST/AI/335 (paras. 1-2); ST/AI/342

Use of United Nations premises for meetings, conferences and public events - ST/AI/145/Rev.1; ST/AI/282 (paras. 3-5); ST/AI/335; ST/AI/387

V. DOCUMENTS AND PUBLICATIONS

1. General

Desktop publishing hardware and software: Standards - ST/AI/359; ST/AI/189/Add.26

Distribution of documents, meeting records, official records and publications - ST/AI/82; ST/AI/189/Add.3/Rev.2; ST/AI/341

Documentation for meetings - ST/SGB/184 and Add.1

Documentation for the Fifth Committee - ST/SGB/156

Publications Board: composition and functions - ST/SGB/Organization, annex I/Amend.3 and Corr.1 (English only)

Return of United Nations documents and publications - ST/IC/1994/13

2. Regulations for the control and limitation of documentation

Attribution of authorship - ST/AI/189/Add.6/Rev.3

Classification and declassification of documents - ST/AI/189/Add.16

Copyright in United Nations publications: general principles, practice and procedure - ST/AI/189/Add.9/Rev.2 and Add.2; ST/AI/189/Add.27

Covers and title pages of publications - ST/AI/189/Add.2 and Amend.1

Criteria for the selection of material to be issued as United Nations publications - ST/AI/189/Add.17

Depository libraries - ST/AI/189/Add.11/Rev.1 and Amend.1

Distribution of documents, meetings records, official records and publications - ST/AI/82; ST/AI/189/Add.3/Rev.2; ST/AI/341

Electronic publishing: Guidelines - ST/AI/189/Add.26; ST/AI/359

Exchange of United Nations documents and publications - ST/AI/189/Add.4

External publishing of United Nations manuscripts - ST/AI/189/Add.14/Rev.1

Initiation, approval and execution of the United Nations biennial publications programme - ST/AI/189/Add.1/Rev.2

Mailing of official United Nations documentation - ST/AI/82; ST/AI/189/Add.3/Rev.2; ST/AI/189/Add.10; ST/AI/271

Map publication guidelines - ST/AI/189/Add.25

Maximum length of documents submitted in the name of the Secretary-General or of the Secretariat - ST/AI/189/Add.20/Rev.1

Mention of names of commercial firms in United Nations documents and publications - ST/AI/189/Add.18

Newsletters - ST/AI/189/Add.19

Out-of-stock material: Reissue - ST/AI/189/Add.13/Rev.1

Pricing of United Nations publications - ST/AI/189/Add.15/Rev.1

References and acknowledgements - ST/AI/189/Add.27; ST/AI/189/Add.9/Rev.2 and Add.2

Regulations for the control and limitation of documentation - ST/AI/189

Requests for documents services - ST/AI/189/Add.8/Rev.1

Stock review and disposal of official records and publications - ST/AI/189/Add.5/Rev.2

Supply to United Nations libraries of material not available through regular distribution channels - ST/AI/189/Add.12

Timetable for the planning and submission of documents for sessions of United Nations organs - ST/AI/189/Add.23

Use and disposition of papers and reports of seminars and similar ad hoc meetings - ST/AI/189/Add.22

Use of the International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) for United Nations publications - ST/AI/189/Add.24

Use of the United Nations emblem on documents and publications - ST/AI/189/Add.21

Work-load estimates: Documentation - ST/AI/189/Add.7

VI. FINANCE

1. Financial arrangements

African Institute for Economic Development and Planning - ST/SGB/129

Asian Institute for Economic Development and Planning - ST/SGB/127 and Amend.1

International Trade Centre - ST/AI/315/Rev.1

Latin American Institute for Economic and Social Planning - ST/SGB/125/Rev.1 and Amend.1; ST/SGB/125/Rev.2 (Spanish only)

United Nations Emergency Force - ST/SGB/UNEF/2/Rev.2

United Nations Force in Cyprus - ST/SGB/UNFICYP/1

United Nations Research Institute for Social Development - ST/SGB/126 and Amend.1

United Nations Social Defence Research Institute - ST/SGB/134

2. General

Acceptance of payments from Governments to supplement United Nations emoluments - ST/AI/380

Acceptance of remuneration from sources external to the Organization - ST/AI/267; ST/AI/380

Administrative issuances: ST/SGB/100; ST/AI/226 and Amends.1-2
--Numerical index - ST/AI/218/Rev.16
--Subject index - ST/AI/218/Rev.16/Add.1

Board of Auditors: Changed audit emphasis - ST/AI/241

Certifying and approving officers - ST/AI/352
--List of certifying officers for the biennium 1990-1991 - ST/AI/352/Add.2/Rev.1

Cheque signatories and finance officers designated as approving officers: Separation of responsibilities and duties - ST/AI/256 and Add.1

Contributions from non-member States - ST/SGB/Financial Rules/1/Rev.3 (1985) (rule 105.8); ST/AI/233

Credit policy: Delegates Dining Room - ST/IC/84/86; ST/IC/86/16

Designation of staff members performing significant functions in financial management, personnel management and general administration - ST/SGB/213/Rev.1

Direct deposit of salary - ST/IC/1990/27

Financial administration: consultation and clearance by the Budget Division of submission of proposals having financial implications - ST/AI/223

Financial situation of the Organization - ST/SGB/215; ST/SGB/217; ST/SGB/222; ST/IC/86/17; ST/IC/87/67 and Corr.1; ST/IC/1992/74; ST/IC/1993/48; ST/IC/1993/68

Integrated Management Information System (IMIS) release II at Headquarters: Introduction of a revised interim personnel action notification form prior to the implementation of - ST/IC/1994/38; ST/IC/1993/53

Losses of cash - ST/AI/157

Mid-month salary advances: adjustment - ST/ADM/SER.A/1938; ST/IC/1992/74; ST/IC/1993/68

Non-reimbursable loans of personnel services from sources external to the United Nations common system - ST/AI/231/Rev.1

Official hospitality - ST/AI/192/Rev.2

Official travel: procedures - ST/SGB/207/Rev.1; ST/AI/249/Rev.3 and Amend.2; ST/AI/319

Overtime compensation at Headquarters - ST/AI/265; ST/AI/298 and Amend.1

Payroll deduction for personal cheques returned by banks - ST/IC/84/46

Personnel action notification form prior to the implementation of IMIS release II at Headquarters: Introduction of a revised interim - ST/IC/1994/38; ST/IC/1993/53

Personnel payroll clearance action - ST/AI/155/Rev.2 and Amend.1

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery - ST/AI/397; ST/SGB/273 (para. 18)

Salary differential for General Service staff in the language-typing and word-processing units - ST/AI/259/Rev.10 and Amend.5

Solicitation of voluntary contributions within the Secretariat - ST/AI/104 (see also Staff Relief Committees, section XI.9 below)

Supplementary payments: see Acceptance of payments from Governments to supplement United Nations emoluments

Taxi fares - ST/AI/248 and Amend.1

United States taxes (see section XI.16 below)

3. Regulations and rules

Delegation of authority under the Financial Rules - ST/SGB/Financial Rules/1/Rev.3 (1985); ST/SGB/213/Rev.1; ST/AI/270/Rev.1; ST/AI/315/Rev.1

Delegation of financial authority to the International Trade Centre - ST/AI/315/Rev.1

Financial Regulations and Rules of the United Nations (series 100) - ST/SGB/Financial Rules/1/ Rev.3 (1985); ST/AI/270/Rev.1

Financial Regulations and Rules: Habitat and Human Settlements Foundation (series 300) - ST/SGB/UNHHSF/Financial Rules/3 (1978)

Financial Regulations and Rules of the United Nations Industrial Development Fund (series 400) - ST/SGB/UNIDF/Financial Rules/4 (1982)

Financial Rules for the Special Account for the United Nations Emergency Force - ST/SGB/UNEF/2/Rev.2

Financial Rules of the Fund of the United Nations Environment Programme - ST/SGB/Financial Rules/2

Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation - ST/SGB/PPBME Rules/1 (1987)

4. Revenue-producing activities

Bookshop - ST/SGB/Financial Rules/1/Rev.3 (1985)

Catering arrangements - ST/IC/83/50; ST/IC/86/16; ST/IC/1991/47 (para. 2 only); ST/IC/1993/47

Credit policy: Delegates Dining Room - ST/IC/84/86; ST/IC/86/16

Garage parking rates:
--Delegations - ST/IC/84/12
--Staff members - ST/IC/86/49 (para. 2 only); ST/IC/1994/4; ST/AI/349

United Nations Medal Programme (see numerical index under ST/IC/-series)

United Nations stamps - (see numerical index under ST/IC/1994/-series)

5. Trust funds and special accounts

Establishment and management of trust funds - ST/SGB/188

Establishment and operation of the Central Emergency Revolving Fund - ST/SGB/251

General trust funds - ST/AI/284

Programme support accounts - ST/AI/286

Technical cooperation trust funds - ST/AI/285

United Nations Social Defence Research Institute - ST/SGB/Organization, annex III; ST/SGB/134

VII. GENERAL OFFICE PROCEDURES

Acquisition, replacement and maintenance of office automation equipment - ST/AI/339
--Electronic mail - automatic message deletion - ST/IC/1994/28
--Electronic mail policies and standards - ST/AI/386
--Office automation standardization: Policies and procedures - ST/AI/347
--Secure telecommunications equipment - ST/SGB/269
--Service calls for office equipment - ST/IC/1991/57

Acquisition, use and support of microcomputers in the United Nations - ST/AI/355
--Computer training - ST/IC/1992/50
--Desktop publishing hardware and software: Standards - ST/AI/359; ST/AI/189/Add.26
--Electronic mail - automatic message deletion - ST/IC/1994/28
--Electronic mail policies and standards - ST/AI/386
--Electronic publishing: Guidelines - ST/AI/189/Add.26
--Microcomputer viruses: prevention - ST/IC/1990/8; ST/IC/1992/14
--Operating system software to be used on personal computer local area networks - ST/IC/1991/18
--Service calls for office equipment - ST/IC/1991/57
--Software products for microcomputers - ST/IC/1991/4
--Word-processing software for microcomputers: Standard - ST/AI/361

Computer training - ST/IC/1992/50

Computer virus alert - ST/IC/1992/14

Confidentiality of mailing lists and registers - ST/AI/341

Desktop publishing hardware and software: Standards - ST/AI/359; ST/AI/189/Add.26

Document copying and duplicating facilities - ST/ADM/SER.A/1214

Electronic mail - automatic message deletion - ST/IC/1994/28

Electronic mail policies and standards - ST/AI/386

Electronic publishing: Guidelines - ST/AI/189/Add.26; ST/AI/359

Exhibits Committee - guidelines - ST/AI/376; ST/AFS/SER.A/179

Forms management programme - ST/AI/261; ST/SGB/155

Integrated Management Information System (IMIS) release II at Headquarters: Introduction of a revised interim personnel action notification form prior to the implementation of - ST/IC/1994/38; ST/IC/1993/53

Management improvement programme in the Secretariat - ST/SGB/155; ST/AI/261

Microcomputer viruses: prevention - ST/IC/1990/8; ST/IC/1992/14

Office automation standardization: Policies and procedures - ST/AI/347
--Desktop publishing hardware and software: Standards - ST/AI/359
--Electronic mail - automatic message deletion - ST/IC/1994/28
--Electronic mail policies and standards - ST/AI/386
--Secure telecommunications equipment - ST/SGB/269
--Word-processing software for microcomputers: Standard - ST/AI/361

Office paper recycling programme in the Secretariat Building - ST/IC/88/18; ST/IC/1992/76; ST/IC/1994/13

Personnel action notification form prior to the implementation of IMIS release II at Headquarters: Introduction of a revised interim - ST/IC/1994/38; ST/IC/1993/53

Personnel directives - ST/IC/83/21 and Add.1-19

Personnel payroll clearance action - ST/AI/155/Rev.2 and Amend.1

Personnel records cards:
Maintenance - ST/AI/105

Recycling programme at Headquarters - ST/IC/1992/76; ST/IC/1994/13

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery - ST/AI/397; ST/SGB/273 (para. 18)

Requisition for equipment, supplies or services - Form PT.72 - ST/AI/329

Return of United Nations documents and publications - ST/IC/1994/13

Safeguarding of United Nations keys - ST/IC/84/33

Secretariat procedures with regard to international instruments (conventions, agreements, treaties, etc.) - ST/AI/52

Secretary-General's bulletins, administrative instructions and information circulars - ST/SGB/100; ST/AI/226 and Amends.1-2;
--Numerical index to administrative issuances - ST/AI/218/Rev.16
--Subject index to administrative issuances - ST/AI/218/Rev.16/Add.1

Secure telecommunications equipment - ST/SGB/269

Security of information - ST/SGB/272

Service calls for office equipment - ST/IC/1991/57

Software products for micro-computers - ST/IC/1991/4

Telegraph form - ST/AI/330

Telephone dialling procedures: ST/IC/80/75; ST/IC/84/90; ST/IC/1992/66 and Amend.1

Telephone system - ST/IC/78/22; ST/IC/87/29

Telephone voice mail - installation of a new system - ST/IC/1994/1

Valuables and confidential material - ST/IC/81/38; ST/AI/341; ST/SGB/272

Visual display units: Guidelines - ST/IC/84/18 and Amend.1

Word-processing software for microcomputers: Standard - ST/AI/361

Working languages of the Secretariat - ST/SGB/201; ST/SGB/212

VIII. LIBRARY

Dag Hammarskjöld Memorial Library:
--Building - ST/AI/145/Rev.1 (paras. 5-6)
--Usage - ST/AI/335 (paras. 7-8); ST/AI/387

Establishment and maintenance of branch libraries and reference centres in the United Nations Secretariat at Headquarters: procedures - ST/SGB/152

Library services - ST/AI/205

Library services: The New York Times Information Bank - ST/ADM/SER.A/1872

Newspapers: circulation - ST/ADM/SER.A/1932

Supply to the United Nations libraries of material not available through regular distribution channels - ST/AI/189/Add.12

United Nations Bibliographic Information System (UNBIS) - ST/IC/78/43

IX. MISSIONS

Medal for award to military personnel: Regulations - ST/SGB/119 and Amend.1

Mission subsistence allowance, assignment rates and conditions allowance - ST/SGB/114/Add.1

Missions roster - ST/IC/1993/23

Movement of staff from the Field Service category to the Professional category - ST/AI/360/Rev.1 and Corr.1 (English only) (see also Competitive examination for promotion to the Professional category, section XI.15 below)

Senior Planning and Monitoring Group for Peace-keeping Operations - ST/SGB/233

Service with United Nations missions: policies governing staff detailment - ST/SGB/114 and Add.1; ST/SGB/165; ST/AI/245; ST/IC/1992/26; ST/IC/1993/23

Staffing of peace-keeping missions - ST/IC/1992/26

United Nations Emergency Force: Financial Rules for the Special Account - ST/SGB/UNEF/2/Rev.2

United Nations Force in Cyprus: Regulations - ST/SGB/UNFICYP/1

United Nations Joint Staff Pension Fund: Participation of mission staff - ST/AI/197

X. ORGANIZATIONAL STRUCTURE*

1. General

Appointment of senior officials - ST/SGB/271 (see also Changes in the top echelon below)

Changes in the functions and organization of Secretariat units - ST/SGB/150/Rev.1; ST/AI/346 (see also Organization of the Secretariat and Restructuring below)

Changes in the top echelon - ST/SGB/249; ST/SGB/258; ST/SGB/265 (see also Appointment of senior officials above)

---

* Does not fully reflect current organizational restructuring. Detailed statements of the functions and organization of these offices will be issued in due course. Secretary-General's bulletins ST/SGB/248, ST/SGB/249, ST/SGB/257, ST/SGB/258, ST/SGB/264, ST/SGB/265, ST/SGB/271 and ST/SGB/273 provide further information in this regard.

Financial situation of the Organization - ST/SGB/215; ST/SGB/217; ST/SGB/222; ST/IC/86/17; ST/IC/87/67 and Corr.1; ST/IC/1992/74; ST/IC/1993/48; ST/IC/1993/68

Group of High-level Intergovernmental Experts to Review the Efficiency of the Administrative and Financial Functioning of the United Nations:
--Report - ST/IC/86/43
--Decision of the General Assembly - ST/AI/336; ST/IC/87/63

Manpower utilization surveys: implementation and follow-up of recommendations - ST/SGB/138; ST/SGB/155; ST/ADM/SER.A/1336

Organization of the Secretariat - ST/SGB/Organization; ST/SGB/150/Rev.1; ST/SGB/248; ST/SGB/257; ST/SGB/264; ST/SGB/271; ST/SGB/273; ST/AI/239; ST/AI/346; ST/ADM/SER.A/1778

Organization Manual of the Secretariat - ST/SGB/Organization

Organizational nomenclature - ST/SGB/170 and Add.1

Policies and procedures governing the relationship between non-governmental organizations and the United Nations Secretariat - ST/SGB/209

Restructuring of Secretariat departments and offices (general guidelines) - ST/AI/346; ST/SGB/150/Rev.1;

Restructuring of the United Nations Secretariat - ST/SGB/248; ST/SGB/249; ST/SGB/257; ST/SGB/258; ST/SGB/264; ST/SGB/265; ST/SGB/271; ST/SGB/273 (see also Restructuring of Secretariat departments and offices above)

2. Institutes

African Institute for Economic Development and Planning - ST/SGB/Organization, annex III; ST/SGB/129

Asian Institute for Economic Development and Planning - ST/SGB/Organization, annex III; ST/SGB/127 and Amend.1

International Research and Training Institute for the Advancement of Women - ST/SGB/214

Latin American Institute for Economic and Social Planning - ST/SGB/Organization, annex III; ST/SGB/125/Rev.1 and Amend.1; ST/SGB/125/Rev.2 (Spanish only)

United Nations Institute for Disarmament Research - ST/IC/83/9

United Nations Institute for Training and Research - ST/SGB/Organization, annex III; ST/IC/83/9

United Nations Research Institute for Social Development - ST/SGB/Organization, annex III; ST/SGB/126 and Amend.1

United Nations Social Defence Research Institute - ST/SGB/Organization, annex III; ST/SGB/134

3. Inter-agency boards and committees

Consultative Committee on Administrative Questions: functions - ST/SGB/Organization, annex II

International Civil Service Commission: functions - ST/SGB/Organization, annex II

International Computing Centre: functions - ST/SGB/Organization, annex II

Inter-organization Board for Information Systems and Related Activities (IOB) [now known as Advisory Committee for the Coordination of Information Systems (ACCIS)]: functions - ST/SGB/Organization, annex II

Joint Inspection Unit: functions - ST/SGB/Organization, annex II

Joint Staff Pension Board: functions - ST/SGB/Organization, annex II

4. Secretariat departments and units

Administration and Management - Department of - ST/SGB/Organization, section P and Corr.1; ST/SGB/213/Rev.1; ST/SGB/248; ST/SGB/258; ST/SGB/264; ST/SGB/270; ST/SGB/271; ST/SGB/273; ST/AI/397

Administrative Management Service - ST/SGB/Organization, section P (IV)/Rev.1; ST/SGB/100; ST/SGB/138; ST/SGB/155; ST/SGB/273; ST/AI/226 and Amends.1-2; ST/AI/261; ST/ADM/SER.A/1336

Central Evaluation Unit - ST/SGB/211; ST/SGB/223; ST/SGB/273; ST/AI/397

Central Monitoring Unit - ST/SGB/196/Rev.1; ST/SGB/223; ST/SGB/273; ST/AI/397

Centre for Human Rights - ST/SGB/Organization, section: CHR and Corr.1; ST/SGB/258

Centre for Human Settlements (HABITAT) - ST/SGB/168

Centre on Transnational Corporations - ST/SGB/Organization, section T/Rev.2; ST/SGB/197; ST/SGB/248; ST/SGB/258

Conference and Support Services - Office of - ST/SGB/271

Conference on Trade and Development: Secretariat of the United Nations - ST/SGB/Organization, section L

Conference Services - Office of - ST/SGB/Organization, section Q/Rev.2 and Corr.1; ST/SGB/248; ST/SGB/257; ST/SGB/271

Dag Hammarskjöld Library - (see Public Information below)

Development Support and Management Services - Department for - (see ST/SGB/258 announcing appointment of Under-Secretary-General)

Disarmament Affairs - Department for - ST/SGB/Organization, section: DDA; ST/SGB/199; ST/SGB/248; ST/SGB/249; ST/SGB/258; ST/IC/83/9

Disaster Relief Coordinator - ST/SGB/Organization, section N/Rev.2 and Corr.1 and Rev.2/Amend.1; ST/SGB/248; ST/SGB/249; ST/SGB/251

Economic and Social Commission for Asia and the Pacific - ST/SGB/Organization, section K(II); ST/SGB/249

Economic and Social Commission for Western Asia - ST/SGB/Organization, section: ESCWA/Rev.1; ST/SGB/258

Economic and Social Development - Department of - ST/SGB/248; ST/SGB/258

Economic and Social Information and Policy Analysis - Department for - (see ST/SGB/258 announcing appointment of Under-Secretary-General)

Economic Commission for Africa - ST/SGB/Organization, section K(IV)/Rev.1; ST/SGB/258

Economic Commission for Europe - ST/SGB/Organization, section K(I)/Rev.1; ST/SGB/265

Economic Commission for Latin America and the Caribbean - ST/SGB/Organization, section K(III), ST/SGB/208

Electronic Data Processing and Information Systems Service - ST/SGB/Organization, section P(VI)

Environment Programme - ST/SGB/Organization, section O/Rev.1; ST/SGB/258

Executive Office of the Secretary-General - ST/SGB/Organization, section C/Rev.1; ST/SGB/249

Field Operations Division - ST/SGB/Organization, section DAM/FOD; ST/SGB/264

Financial Services - Office of - ST/SGB/Organization, section P(I) and Corr.1; ST/SGB/213/Rev.1; ST/SGB/223; ST/SGB/270; ST/SGB/271; ST/SGB/273; ST/SGB/PPBME Rules/1; ST/AI/397

General Services - Office of - ST/SGB/Organization, section P(III) and Amends.2-3; ST/SGB/182; ST/SGB/191; ST/SGB/213/Rev.1; ST/SGB/271
--Archives and records management - ST/SGB/241; ST/SGB/242; ST/IC/89/24
--Mail Operations Section - ST/SGB/182

High Commissioner for Refugees - Office of the United Nations - ST/SGB/Organization, section W

Human Resources Management - Office of - ST/SGB/224; ST/SGB/271

Humanitarian Affairs - Department of - ST/SGB/248; ST/SGB/249; ST/SGB/251

Internal Audit Division - ST/SGB/Organization, section P(V)/Rev.1 and Corr.1; ST/SGB/273; ST/AI/397

Internal Oversight Services - Office of - ST/SGB/273; ST/AI/397

International Economic and Social Affairs - Department of - ST/SGB/161; ST/SGB/223; ST/SGB/248; ST/SGB/258

Law of the Sea - ST/SGB/Organization, section X; ST/SGB/248

Legal Affairs - Office of - ST/SGB/Organization, section: OLA: ST/SGB/248

Namibia: Office of the United Nations Commissioner - ST/SGB/Organization, section SPQRCDT/OCN; ST/SGB/248

Office at Geneva - ST/SGB/Organization, section S and Corr.1 and Amend.1; ST/SGB/186; ST/SGB/189; ST/SGB/258

Office at Vienna - ST/SGB/Organization, section Z; ST/SGB/175; ST/SGB/218; ST/SGB/249
--United Nations International Drug Control Programme - ST/SGB/Organization, section: UNDCP; ST/SGB/240; ST/AI/388

Peace-keeping Operations - Department of - ST/SGB/248; ST/SGB/258; ST/SGB/264

Personnel Services - Office of - ST/SGB/Organization, section P(II); ST/SGB/164; ST/SGB/213/Rev.1; ST/SGB/224; ST/SGB/271

Policy Coordination and Sustainable Development - Department for - (see ST/SGB/258 announcing appointment of Under-Secretary-General)

Political Affairs - Department of - ST/SGB/248; ST/SGB/249; ST/SGB/258

Political and General Assembly Affairs: Office of the Under-Secretary-General - ST/SGB/Organization, section F/Rev.3; ST/SGB/248; ST/SGB/249; ST/SGB/258
--Division for Palestinian Rights - ST/SGB/195
--Transfer of the United Nations Sahelian Office - ST/SGB/153

Political and Security Council Affairs - ST/SGB/Organization, section I and Amends.1-2, and Amend.3/Rev.1; ST/SGB/248; ST/SGB/249; ST/SGB/258

Programme Planning, Budget and Accounts - Office for - ST/SGB/223; ST/SGB/270; ST/SGB/271; ST/SGB/273; ST/SGB/PPBME Rules/1; ST/AI/397

Public Information - Department of - ST/SGB/Organization, section: DPI/Rev.1; ST/SGB/187; ST/SGB/257; ST/SGB/258; ST/AI/376; ST/AFS/SER.A/179

Regional Commissions Liaison Office - ST/SGB/205

Relief and Works Agency for Palestine Refugees in the Near East - ST/SGB/Organization, section Y

Research and the Collection of Information - Office for - ST/SGB/Organization, section: ORCI; ST/SGB/225; ST/SGB/248; ST/SGB/249; ST/SGB/258

Secretariat Services for Economic and Social Matters - ST/SGB/163; ST/SGB/248; ST/SGB/258

Special Political Affairs: Office of the Under-Secretaries-General - ST/SGB/Organization, section D/Rev.1; ST/SGB/248; ST/SGB/249; ST/SGB/258

Special Political Questions, Regional Cooperation, Decolonization and Trusteeship and the Office of the United Nations Commissioner for Namibia: Department for - ST/SGB/Organization, section: SPQRCDT/OCN; ST/SGB/248; ST/SGB/249; ST/SGB/258

Technical Cooperation for Development - ST/SGB/162; ST/SGB/178; ST/SGB/248; ST/SGB/258

Transfer of the United Nations Sahelian Office to the United Nations Development Programme - ST/SGB/153

United Nations Industrial Development Organization: conversion to a specialized agency - ST/SGB/218

United Nations International Drug Control Programme - ST/SGB/Organization, section: UNDCP; ST/SGB/240
--Personnel arrangements - ST/AI/388

World Food Council - ST/SGB/Organization, section: WFC

5. Secretariat boards and committees

Advisory Board on Compensation Claims - ST/SGB/Organization, annex I

Advisory Panel on Management and Finance - ST/SGB/270

Appointment and Promotion Board:
--Composition and functions - ST/SGB/Organization, annex I
--Membership - ST/IC/1994/40
--Promotion registers (see numerical index under ST/IC/1993/- series)

Appointment and Promotion Committee:
--Composition and functions - ST/SGB/Organization, annex I
--Membership - ST/IC/1994/40
--Promotion registers (see numerical index under ST/IC/1993/- series)

Appointment and Promotion Panel:
--Composition and functions - ST/SGB/Organization, annex I
--Membership - ST/IC/1994/41 and Amend.1
--Promotion registers (see numerical index under ST/IC/1993/- series)

Career Development Committee - ST/SGB/166; ST/SGB/267; ST/AI/301 and Add.1; ST/AI/358 and Amend.1; ST/AI/390 and Corr.1; ST/IC/86/52; ST/IC/86/62; ST/IC/1993/66 and Corr.1-2 and Add.1

Central Examination Board - ST/SGB/173; ST/AI/396/Add.2

Claims Board:
--Composition and functions - ST/SGB/Organization, annex I/Amend.2; ST/AI/149/Rev.4
--Membership - ST/IC/1991/71 and Add.1

Classification Appeals and Review Committee:
--Field Service - ST/AI/344; ST/AI/277
--General Service (Addis Ababa) - ST/AI/356 and Add.1
--General Service and related categories (Bangkok) - ST/AI/398
--General Service and related categories (ESCWA) - ST/AI/377 and Add.1
--General Service and related categories (Nairobi) - ST/AI/389
--General Service and related categories (New York) - ST/AI/358 and Amend.1; ST/IC/1994/21 (membership)
--General Service and related categories (Vienna) - ST/AI/378
--General Service (small and medium-sized duty stations) - ST/AI/369 and Amend.1
--Professional posts - ST/AI/277; ST/IC/1993/51 (membership)
--Security category - ST/AI/332; ST/AI/301 and Add.1; ST/AI/358 and Amend.1; ST/IC/1994/21 (membership)

Committee on Contracts - ST/SGB/Organization, annex I

Committee on the Employment of Women in the Secretariat - ST/SGB/Organization, annex I

Exhibits Committee - ST/AI/376; ST/AFS/SER.A/179

Field Service Promotion Review Panel
--Membership - ST/IC/1993/40
--Promotion registers (see numerical index under ST/IC/1993/- series)

Garage Review Board - ST/SGB/192; ST/AI/349; ST/IC/86/14 and Add.1

Health and Life Insurance Committee - ST/SGB/Organization, annex I;. ST/IC/1993/18

Joint Advisory Committee:
--Composition and functions - ST/SGB/Organization, annex I;
--Headquarters - ST/SGB/200/Rev.1
--Membership - ST/IC/1994/37

Joint Appeals Board:
--Composition and functions - ST/SGB/Organization, annex I; ST/IC/88/10
--Membership - ST/IC/1994/27
--Representation by counsel - ST/AI/351
--Secretary - ST/IC/1994/27

Joint Catering Advisory Committee - ST/IC/83/50

Joint Disciplinary Committee:
--Composition and functions - ST/SGB/Organization, annex I; ST/IC/88/10
--Membership - ST/IC/1992/65
--Representation by counsel - ST/AI/351
--Revised disciplinary measures and procedures - ST/AI/371
--Secretary - ST/IC/88/14

Panels of Counsel - ST/AI/351; ST/IC/88/10; ST/IC/88/11; ST/IC/1991/35

Panels on Discrimination and Other Grievances - ST/AI/308/Rev.1; ST/IC/88/10
--Membership - ST/IC/1992/35
--Report - ST/IC/1993/8

Property Survey Board:
Headquarters - ST/SGB/Organization, annex I; ST/AI/202

Publications Board - ST/SGB/Organization, annex I/Amend.3 and Corr.1

Senior Advisory Board on Services to the Public - ST/SGB/231

Senior Planning and Monitoring Group for Peace-keeping Operations - ST/SGB/233

Senior Review Group for the filling of posts at the Director (D-2) and higher levels - ST/SGB/266
--Procedures - ST/AI/392

Special Advisory Board - ST/SGB/Organization, annex I

Specialized Board of Examiners - ST/SGB/173; ST/AI/396

Staff Incentive Review Committee: objectives and composition - ST/IC/85/39; ST/AI/320 and Add.1 and Add.1/Corr.1-2

Staff-Management Coordination Committee - ST/SGB/176/Rev.2

Steering Committee for the Improvement of the Status of Women in the Secretariat:
--Membership - ST/SGB/216 and Add.1-4
--Report - ST/SGB/220; ST/SGB/226; ST/SGB/227; ST/SGB/229; ST/SGB/232; ST/SGB/237; ST/SGB/252
--Special measures to improve the status of women in the Secretariat - ST/AI/382

Technological Innovations Board - ST/SGB/245 (see also section XII.1 below)
--Membership of the Working Group of the Technological Innovations Board - ST/IC/1994/23

Technological Innovations Committees - ST/AI/345 (see also section XII.1 below)

Tort Claims Board - ST/SGB/230

Visa Committee - ST/SGB/Organization, annex I

Working Group on Relations between Non-governmental Organizations and the Secretariat and United Nations Programmes - ST/SGB/209

6. Units servicing voluntary programmes

African Institute for Economic Development and Planning - ST/SGB/Organization, annex III; ST/SGB/129

Asian Institute for Economic Development and Planning - ST/SGB/Organization, annex III; ST/SGB/127 and Amend.1

International Research and Training Institute for the Advancement of Women - ST/SGB/214

Latin American Institute for Economic and Social Planning - ST/SGB/Organization, annex III; ST/SGB/125/Rev.1 and Amend.1 (English only); ST/SGB/125/Rev.2 (Spanish only)

United Nations Children's Fund - ST/SGB/Organization, annex III (see also E/ICEF/Misc.131)

United Nations Development Programme - ST/SGB/Organization, annex III

United Nations Fund for Population Activities (now United Nations Population Fund) - ST/SGB/Organization, annex III

United Nations Institute for Training and Research - ST/SGB/Organization, annex III

United Nations International Drug Control Programme - ST/SGB/Organization, section UNDCP; ST/SGB/240; ST/AI/388

United Nations Research Institute for Social Development - ST/SGB/Organization, annex III; ST/SGB/126 and Amend.1

United Nations Social Defence Research Institute - ST/SGB/Organization, annex III; ST/SGB/134

United Nations University - ST/SGB/Organization, annex III

XI. PERSONNEL

1. Administration/staff relations

Administrative issuances: ST/SGB/100; ST/AI/226 and Amends.1-2
--Numerical index - ST/AI/218/Rev.16
--Subject index - ST/AI/218/Rev.16/Add.1

International civil service: security, safety and independence - ST/SGB/198
--Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families - ST/AI/299

Joint Advisory Committee:
--Composition and functions - ST/SGB/Organization, annex I
--Headquarters - ST/SGB/200/Rev.1
--Membership - ST/IC/1994/37

Joint Appeals Board:
--Composition and functions - ST/SGB/Organization, annex I; ST/IC/88/10
--Membership - ST/IC/1994/27
--Representation by counsel - ST/AI/351
--Secretary - ST/IC/1994/27

Joint Catering Advisory Committee - ST/IC/83/50

Joint Disciplinary Committee:
--Composition and functions - ST/SGB/Organization, annex I; ST/IC/88/10
--Membership - ST/IC/1992/65
--Representation by counsel - ST/AI/351
--Revised disciplinary measures and procedures - ST/AI/371
--Secretary - ST/IC/88/14

Panels of Counsel - ST/AI/351; ST/IC/88/10; ST/IC/88/11; ST/IC/1991/35

Panels on Discrimination and Other Grievances - ST/AI/308/Rev.1; ST/IC/88/10
--Membership - ST/IC/1992/35
--Report - ST/IC/1993/8

Personnel directives - ST/IC/83/21 and Add.1-19

Procedures and terms of reference of the staff-management consultation machinery at the departmental or office level - ST/SGB/274

Special Advisory Board: composition and functions - ST/SGB/Organization, annex I

Staff-Management Coordination Committee - ST/SGB/176/Rev.2

Staff-management relations: decentralization of consultation procedure - ST/SGB/172; ST/SGB/274

Staff representation activities - ST/IC/81/47

Staff representatives: facilities to be provided - ST/AI/293

Steering Committee for the Improvement of the Status of Women in the Secretariat:
--Membership - ST/SGB/216 and Add.1-4
--Report - ST/SGB/220; ST/SGB/226; ST/SGB/227; ST/SGB/229; ST/SGB/232; ST/SGB/237; ST/SGB/252
--Special measures to improve the status of women in the Secretariat - ST/AI/382

2. Allowances, entitlements and grants

Assignment grant - ST/SGB/114 and Add.1; ST/AI/364 and Corr.1 (French only) and Add.1-2

Dependency allowance or benefit for disabled children - ST/AI/366 and Amend.1

Dependency allowances - ST/IC/82/48; ST/IC/1990/35 (paras. 5-6 only); ST/IC/1993/4; ST/IC/1993/52 and Corr.1 and Add.1

Dependency allowances for staff in the Professional and higher categories and in the Field Service category - ST/IC/1993/4

Dependency status:
--Definition - ST/AI/278/Rev.1
--Status report, request for payment of dependency benefits and housing assistance information - ST/IC/1994/16 and Add.1

Education grant and special education grant for disabled children - ST/AI/181/Rev.9 and Amend.1; ST/AI/249/Rev.3 and Amend.2 (para. 2 (c))

Education grant questionnaire - ST/IC/86/26

Home leave - change of place of home leave and change of country of home leave - ST/AI/367

Language allowance for staff in the Trades and Crafts category at Headquarters - ST/IC/1990/63

Mobility and hardship allowance - ST/AI/363 and Corr.1 and Add.1-2; ST/IC/1990/37
--Application to Field Service category - ST/AI/363/Add.1

Non-resident's allowance - ST/AI/314 and Add.1; ST/AI/275/Rev.2; ST/AI/350 and Amends.1-2; ST/IC/1992/40

Official hospitality - ST/AI/192/Rev.2

Reimbursement for travel by private automobile - ST/AI/224/Rev.1 and Amend.22

Reimbursement for work permit fees levied by the Egyptian authorities - ST/IC/89/22

Reimbursement of costs of basic medical examinations for family members - ST/AI/317 and Amend.7

Rental subsidies and deductions for staff at duty stations in Europe and North America - ST/AI/350 and Amends.1-2; ST/IC/1992/40

Rental subsidies and deductions for staff at duty stations outside Europe and North America - ST/AI/275/Rev.2

Repatriation grant - ST/AI/262; ST/AI/269; ST/AI/300

Salaries and allowances: Currency of payments - ST/AI/230/Rev.2 and Corr.1-2 and Amends.1-2 and Amend.2/Corr.1

Scheme of social security for the staff - ST/SGB/Staff Rules/1/Rev.7 and Corr.1 and Amends.1-4 (Rules 106.1-106.6)

Separation payments for staff in the Professional and higher categories and in the Field Service category- ST/IC/1992/18

Special entitlements for staff members serving at designated duty stations - ST/AI/280/Rev.6 and Amend.1 and Amend.1/Corr.1 (English only), Amend.1/Corr.2, Amend.2 and Amend.2/Add.1-2 and Amend.3 and Amend.3/Add.1

Special post allowance to the Professional category - ST/AI/276

Spouse allowance - ST/IC/83/13

Staff Incentive Programme - ST/AI/320 and Add.1 and Add.1/Corr.1 (English only) and Add.1/Corr.2; ST/IC/85/39

Status report, request for payment of dependency benefits and housing assistance information - ST/IC/1994/16 and Add.1

Subsistence allowance:
--Assignment of staff to a duty station other than their official duty station for periods of less than one year - ST/AI/143/Rev.26 and Amends.8-10
--Computation of travel subsistence allowance - ST/AI/196 and Amend.1
--System of daily subsistence allowance - ST/AI/137 and Amend.5 and Add.1/Rev.1
--United Nations conferences - ST/AI/133

Survey of housing and domestic service for calculation of post adjustment - ST/IC/1991/55

Survey of out-of-area expenditures for post adjustment calculation - ST/IC/1994/7

Threshold percentage for the purpose of calculating rental subsidies - ST/IC/1992/40; ST/AI/350 and Amends.1-2

3. Appeals

Administration of internal appeals and disciplinary systems: transfer of responsibilities and reform programme - ST/IC/88/10; ST/IC/88/11

Administrative Review Unit - ST/SGB/164

Classification Appeals and Review Committee:
--Field Service - ST/AI/344; ST/AI/277
--General Service (Addis Ababa) - ST/AI/356 and Add.1
--General Service and related categories (Bangkok) - ST/AI/398
--General Service and related categories (ESCWA) - ST/AI/377 and Add.1
--General Service and related categories (Nairobi) - ST/AI/389
--General Service and related categories (New York) - ST/AI/358 and Amend.1; ST/IC/1994/21 (membership)
--General Service and related categories (Vienna) - ST/AI/378
--General Service (small and medium-sized duty stations) - ST/AI/369 and Amend.1
--Professional posts - ST/AI/277; ST/IC/1993/51 (membership)
--Security category - ST/AI/332; ST/AI/301 and Add.1; ST/AI/358 and Amend.1; ST/IC/1994/21 (membership)

Disciplinary and appeals cases: members of Panel of Counsel - ST/AI/351; ST/IC/88/10; ST/IC/88/11; ST/IC/1991/35

Disciplinary measures and procedures: Revised - ST/AI/371

Grievance panels (see Panels on Discrimination and Other Grievances)

Joint Appeals Board:
--Composition and functions - ST/SGB/Organization, annex I; ST/IC/88/10
--Membership - ST/IC/1994/27
--Representation by counsel - ST/AI/351
--Secretary - ST/IC/1994/27

Joint Disciplinary Committee:
--Composition and functions - ST/SGB/Organization, annex I: ST/IC/88/10
--Membership - ST/IC/1992/65
--Representation by Counsel - ST/AI/351
--Revised disciplinary measures and procedures - ST/AI/371
--Secretary - ST/IC/88/14

Panels on Discrimination and Other Grievances - ST/AI/308/Rev.1; ST/IC/88/10
--Membership - ST/IC/1992/35
--Report - ST/IC/1993/8

Procedures for appeal of classification decisions for posts in the General Service and related categories in New York - ST/AI/358 and Amend.1

Recourse procedures in the United Nations Secretariat - ST/IC/82/7; ST/IC/88/10

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery - ST/AI/397; ST/SGB/273 (para. 18)

Representation by counsel in disciplinary and appeals cases: Assistance and - ST/AI/351; ST/IC/88/10; ST/IC/88/11; ST/IC/1991/35

Revised disciplinary measures and procedures - ST/AI/371

Secretary of the Joint Disciplinary Committee - ST/IC/88/14

Special Advisory Board: composition and functions - ST/SGB/Organization, annex I

Time-limits governing the submission of claims under the Staff Regulations and Rules - ST/AI/120/Rev.3; ST/AI/149/Rev.4; ST/ADM/SER.A/1312

4. Appointments, placement and promotion

Appointment and Promotion Board:
--Composition and functions - ST/SGB/Organization, annex I
--Membership - ST/IC/1994/40
--Promotion registers (see numerical index under ST/IC/1993/- series)

Appointment and Promotion Committee:
--Composition and functions - ST/SGB/Organization, annex I
--Membership - ST/IC/1994/40
--Promotion registers (see numerical index under ST/IC/1993/- series)

Appointment and promotion committees at designated offices away from Headquarters - ST/AI/242

Appointment and Promotion Panel:
--Composition and functions - ST/SGB/Organization, annex I
--Membership - ST/IC/1994/41 and Amend.1
--Promotion registers (see numerical index under ST/IC/1993/- series)

Appointment, extension and conversion of contractual status of staff in the General Service, Security Service and Manual Workers categories - ST/AI/274 and Corr.1

Appointment of senior officials - ST/SGB/271 (see also Changes in the top echelon below)

Appointments of limited duration - ST/AI/395

Appointments, promotions and other staff changes - (Published quarterly; see numerical index under ST/IC/1993/- series)

Changes in the top echelon - ST/SGB/249; ST/SGB/258; ST/SGB/265 (see also Appointment of senior officials above)

Committee on the Employment of Women in the Secretariat - ST/SGB/Organization, annex I

Competitive examination for promotion to the Professional category - ST/SGB/173; ST/AI/396 and Add.1-2
--1994 examination - ST/AI/396 and Add.1-2
--Central Examination Board - ST/AI/396/Add.2
--Specialized Board of Examiners - ST/AI/396

Conditions for promotion and accelerated increment based on knowledge of second language (Professional category and above) - ST/AI/207

Consideration of family members for employment in the General Service category in New York - ST/IC/89/25

Consultants - ST/SGB/177; ST/AI/295; ST/AI/296; ST/AI/297; ST/AI/327

Contractors: Institutional or corporate - ST/AI/327

Employment of spouses - ST/AI/273

Equality of men and women in the Secretariat - ST/SGB/154; ST/SGB/253; ST/AI/379; ST/IC/1992/67

Field Service Promotion Review Panel
--Membership - ST/IC/1993/40
--Promotion registers (see numerical index under ST/IC/1993/- series)

Implementation of changes to salary policy in promotions - ST/AI/365 and Corr.1

Implementation of General Assembly resolution 41/213 - recommendation 15 of the Group of High-level Intergovernmental Experts: post reduction - ST/IC/87/63

Language teachers: Granting of status of staff members - ST/AI/316

Movement of staff from the Field Service category to the Professional category - ST/AI/360/Rev.1 and Corr.1 (English only) (see also Competitive examination for promotion to the Professional category, section XI.15 below)

Outposting of staff - ST/SGB/114 and Add.1; ST/SGB/165; ST/AI/245; ST/IC/1993/23

Part-time employment - ST/AI/291/Rev.1

Performance evaluation report system - ST/AI/240/Rev.2

Placement and promotion - ST/SGB/267; ST/AI/390 and Corr.1; ST/IC/1993/66 and Corr.1-2 and Add.1
--Special measures to improve the status of women in the Secretariat - ST/AI/382

Promotion policy and review (see Placement and promotion above)

Promotion registers (see under appropriate Appointment and Promotion Board, Committee or Panel above)

Provisions for obtaining the services of individuals as technical cooperation personnel and Operational, Executive and Administrative Services (OPAS) officers - ST/SGB/177; ST/AI/297

Provisions for obtaining the services of individuals as temporary staff and individual contractors; and as consultants and participants in advisory meetings - ST/SGB/177; ST/AI/295; ST/AI/296; ST/AI/297; ST/AI/327

Salary policy in promotions - ST/AI/365 and Corr.1

Senior Review Group for the filling of posts at the Director (D-2) and higher levels - ST/SGB/266
--Procedures - ST/AI/392

Special measures to improve the status of women in the Secretariat - ST/AI/382

Special post allowance to the Professional category - ST/AI/276

Staffing of peace-keeping missions - ST/IC/1992/26

Temporary suspension of recruitment - ST/SGB/247

Termination of permanent appointment for unsatisfactory services: Procedure - ST/AI/222

Transfer and assignment - ST/SGB/114 and Add.1; ST/SGB/165; ST/AI/245; ST/IC/1992/26

5. Attendance, leave and working hours

Absence from work on Friday, 11 February 1994 - ST/IC/1994/8

Annual leave from designated duty stations: travel expenses - ST/AI/280/Rev.6 and Amend.1 and Amend.1/Corr.1 (English only), Amend.1/Corr.2, Amend.2 and Amend.2/Add.1-2 and Amend.3 and Amend.3/Add.1

Home leave - change of place of home leave and change of country of home leave - ST/AI/367

Maternity leave - ST/AI/391

National holidays (see Official holidays - ST/AI/283)

Night differential - General Service and related categories - ST/AI/298 and Amend.1

Official holidays - ST/AI/283
--Closure of Headquarters buildings to the public - ST/IC/1993/67

Overtime compensation at Headquarters - ST/AI/265; ST/AI/298 and Amend.1

Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours - ST/AI/310; ST/AI/387

Release of staff members in bad weather or other conditions - ST/AI/260; ST/IC/1994/8

Sabbatical leave programme for the academic year 1994/95: United Nations/Academic Council on the United Nations System - ST/IC/1993/69

Separation for abandonment of post - ST/AI/393

Studies programme: External - ST/AI/281/Rev.1 (leave, para. 7)

Time, attendance and leave recording - ST/AI/221/Rev.1 and Amend.1

Time off for voting on United States election day - ST/IC/1994/44

Unauthorized absence - ST/IC/79/10

Working hours - ST/IC/1994/36

6. Delegation of authority

Administration of the Staff Regulations and Staff Rules - ST/SGB/151; ST/AI/234/Rev.1 and Amend.1

Delegation of authority under the Financial Rules - ST/SGB/Financial Rules/1/Rev.3 (1985); ST/SGB/213/Rev.1; ST/AI/270/Rev.1; ST/AI/315/Rev.1

Designation of staff members performing significant functions in financial management, personnel management and general administration - ST/SGB/213/Rev.1

7. Duties and obligations

Acceptance of gifts - ST/SGB/136; ST/AI/267; ST/AI/380

Acceptance of payments from Governments to supplement United Nations emoluments - ST/AI/380

Acceptance of remuneration from sources external to the Organization - ST/AI/267; ST/AI/380

Conduct of staff members in relation to the General Assembly - ST/SGB/202

Conduct: Standards of conduct in the international civil service - ST/SGB/179; ST/ADM/SER.A/277; ST/IC/82/13; ST/IC/89/2

Confidential files: Abolition - ST/IC/82/77/Rev.1; ST/IC/88/19; ST/AI/292

Diplomatic plates: Unauthorized use - ST/IC/83/83

Equality of men and women in the Secretariat - ST/SGB/154; ST/SGB/253; ST/AI/379; ST/IC/1992/67

Guidelines for promoting equal treatment of men and women in the Secretariat - ST/IC/1992/67 (see also ST/SGB/154; ST/SGB/253; ST/AI/379)

Obligations of staff members - ST/AI/182

Outside activities of members of the Secretariat - ST/AI/190/Rev.1

Procedures for dealing with sexual harassment - ST/AI/379 (see also ST/SGB/253; ST/IC/1992/67)

Promotion of equal treatment of men and women in the Secretariat and prevention of sexual harassment - ST/SGB/253; ST/AI/379; ST/IC/1992/67 (see also ST/SGB/154)

Rectification of date of birth or of other personal data - ST/AI/354

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery - ST/AI/397; ST/SGB/273 (para. 18)

Service with United Nations missions - ST/SGB/114 and Add.1; ST/SGB/165; ST/AI/245; ST/IC/1992/26; ST/IC/1993/23

Staff conduct at meetings - ST/ADM/SER.A/1303

Transfer and assignment - ST/SGB/114 and Add.1; ST/SGB/165; ST/AI/245; ST/IC/1992/26

8. Job classification systems

Classification Appeals and Review Committee:
--Field Service - ST/AI/344; ST/AI/277
--General Service (Addis Ababa) - ST/AI/356 and Add.1
--General Service and related categories (Bangkok) - ST/AI/398
--General Service and related categories (ESCWA) - ST/AI/377 and Add.1
--General Service and related categories (Nairobi) - ST/AI/389
--General Service and related categories (New York) - ST/AI/358 and Amend.1; ST/IC/1994/21 (membership)
--General Service and related categories (Vienna) - ST/AI/378
--General Service (small and medium-sized duty stations) - ST/AI/369 and Amend.1
--Professional posts - ST/AI/277; ST/IC/1993/51 (membership)
--Security category - ST/AI/332; ST/AI/301 and Add.1; ST/AI/358 and Amend.1; ST/IC/1994/21 (membership)

Classification of posts in the General Service and related categories in small and medium-sized duty stations - ST/AI/369 and Amend.1

Delegation of authority for the classification of posts in the General Service and related categories at Vienna - ST/AI/378

General Service Classification Appeals and Review Committee (Addis Ababa) - ST/AI/356 and Add.1

General Service Classification Appeals and Review Committee (New York):
--Membership - ST/IC/1994/21
--Terms of reference - ST/AI/358 and Amend.1

Job classification for General Service and related categories at Bangkok - Implementation of initial exercise and maintenance of the system - ST/AI/398

Job classification for General Service and related categories at Nairobi - Implementation of initial exercise and the maintenance of the system - ST/AI/389

Job classification for General Service and related categories in New York - ST/AI/301 and Add.1; ST/AI/358 and Amend.1; ST/IC/1994/21

Job classification for General Service and related categories in the Economic and Social Commission for Western Asia - Implementation of initial exercise - ST/AI/377 and Add.1

Job classification for General Service category in Addis Ababa - Implementation of initial exercise - ST/AI/356 and Add.1

Job classification standards for security jobs at Headquarters - ST/AI/332 (see also ST/AI/301 and Add.1; ST/AI/358 and Amend.1; ST/IC/1994/21)

Job classification system:
--Field Service category posts - ST/AI/344
--General Service and related categories - ST/AI/301 and Add.1; ST/AI/356 and Add.1; ST/AI/358 and Amend.1; ST/AI/369 and Amend.1; ST/AI/377 and Add.1; ST/AI/378; ST/AI/389; ST/AI/398; ST/IC/1994/21
--Professional jobs - ST/AI/277; ST/IC/1993/51
--Security jobs at Headquarters - ST/AI/332; ST/AI/301 and Add.1; ST/AI/358 and Amend.1; ST/IC/1994/21

9. General

Administrative issuances:
ST/SGB/100; ST/AI/226 and Amends.1-2
--Numerical index - ST/AI/218/Rev.16
--Subject index - ST/AI/218/Rev.16/Add.1

After-school recreation and study programme for United Nations children - ST/IC/86/21 (paras. 3 and 7 only); ST/IC/1994/32

Arrangements for admission to premises, catering facilities and commercial operations for the forty-ninth session of the General Assembly - ST/IC/1994/33; ST/IC/1994/42; ST/AI/387

Bookshop discount for staff members - ST/AI/244

Currency of payments of salaries and allowances - ST/AI/230/Rev.2 and Corr.1-2 and Amends.1-2 and Amend.2/Corr.1

Dependency status: review of - ST/IC/1994/16 and Add.1

Designation, change or revocation of beneficiary - ST/ADM/SER.A/1315

Direct deposit of salary - ST/IC/1990/27

Employee assistance in cases of alcohol/substance abuse - ST/AI/372

Filing of adverse material in personnel records - ST/AI/292; ST/IC/82/77/Rev.1; ST/IC/88/19

Fireworks display on Monday, 4 July 1994 - ST/IC/1994/31

Guidelines for work with visual display units - ST/IC/84/18 and Amend.1

Integrated Management Information System (IMIS) release II at Headquarters: Introduction of a revised interim personnel action notification form prior to the implementation of - ST/IC/1994/38; ST/IC/1993/53

International civil service: security, safety and independence - ST/SGB/198
--Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families - ST/AI/299

International Women's Day - ST/IC/1994/10

Laissez-passer - ST/AI/155/Rev.2 and Amend.1 (para. 5)

Official hospitality - ST/AI/192/Rev.2

Official status files - ST/AI/292; ST/IC/82/77/Rev.1; ST/IC/88/19

Payroll deduction for personal cheques returned by banks - ST/IC/84/46

Performance evaluation report system - ST/AI/240/Rev.2

Personnel action notification form prior to the implementation of IMIS release II at Headquarters: Introduction of a revised interim - ST/IC/1994/38; ST/IC/1993/53

Personnel directives - ST/IC/83/21 and Add.1-19

Personnel payroll clearance action - ST/AI/155/Rev.2 and Amend.1

Personnel records cards: Maintenance - ST/AI/105

Promotion of equal treatment of men and women in the Secretariat and prevention of sexual harassment - ST/SGB/253 (see also ST/SGB/154; ST/AI/379; ST/IC/1992/67)

Rectification of date of birth or of other personal data - ST/AI/354

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery - ST/AI/397; ST/SGB/273 (para. 18)

Safety measures and accident prevention: Instructions with respect to reporting of work injuries - ST/AI/120/Rev.2; ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1;

Sexual harassment: Procedures for dealing with - ST/AI/379 (see also Promotion of equal treatment of men and women in the Secretariat above)

Smoking in conference rooms and offices - ST/IC/85/42; ST/IC/87/18; ST/IC/87/54

Staff Day 1994 - ST/IC/1994/39

Staff Incentive Programme - ST/AI/320 and Add.1 and Add.1/Corr.1 (English only) and Add.1/Corr.2; ST/IC/85/39

Staff Relief Committees, United Nations - ST/AI/104 (see also Solicitation of voluntary contributions within the Secretariat, section VI.2 above): --Rwanda - ST/IC/1994/35

Taxi fares - ST/AI/248 and Amend.1

Telephone dialling procedures - ST/IC/80/75; ST/IC/84/90; ST/IC/1992/66 and Amend.1

Telephone system - ST/IC/78/22; ST/IC/87/29

Telephone voice mail - installation of a new system - ST/IC/1994/1

Time off for voting on United States election day - ST/IC/1994/44

Unauthorized use of diplomatic plates by Secretariat officials - ST/IC/83/83

United Nations International School: International education for children of United Nations staff at Headquarters - ST/IC/1991/36

Wearing of grounds passes - ST/SGB/259; ST/AI/333; ST/AI/387; ST/IC/1992/42; ST/IC/1992/80; ST/IC/1993/20 and Amend.1

Working hours - ST/IC/1994/36

Working languages of the Secretariat - ST/SGB/201; ST/SGB/212

10. Medical and other insurance

Addresses and telephone numbers for claims and benefit inquiries: Insurance carrier - ST/IC/1994/25 (annex X)

After-service health insurance - ST/AI/394

Changes in health insurance arrangements - ST/ADM/SER.A/1867 (paras. 1 and 4 only)

Changes in the administration of the Blue Cross component of the Headquarters Blue Cross/Aetna Major Medical scheme - ST/IC/86/20

Children's age limitation in United Nations health insurance schemes - ST/IC/86/72

Employee assistance in cases of alcohol/substance abuse - ST/AI/372

Group life insurance:
--Changes in coverage - ST/IC/78/38
--Premium rate reduction - ST/IC/89/70
--Waiver of automatic increase - ST/IC/1992/32

Health and Life Insurance Committee:
--Composition and functions - ST/SGB/Organization, annex I
--Membership - ST/IC/1993/18

Medical and dental insurance plans and schemes - (Blue Cross/AETNA, HIP/HMO, GHI and MIP); ST/ADM/SER.A/1867 (paras. 1 and 4 only); ST/IC/84/4; ST/IC/87/33; ST/IC/1994/25; ST/AI/343
--Annual enrolment campaign - ST/IC/1994/25

Medical insurance plan (MIP) for locally recruited staff at designated duty stations - ST/IC/87/33; ST/AI/343

Medical scheme for staff appointed under the 300 series of the Staff Rules - ST/IC/86/44

Membership of the Health and Life Insurance Committee - ST/IC/1993/18

Personal insurance assistance programme (automobile, homeowner, renter, travel insurance; also, health insurance not covered by the United Nations group schemes) - ST/ADM/SER.A/1459

Reimbursement of costs of basic medical examinations for family members - ST/AI/317 and Amend.7

Rules governing compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations - ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1; ST/AI/120/Rev.2

Van Breda medical, hospital and dental insurance plan (for staff members away from Headquarters) - ST/IC/1993/65

11. Pensions, post-retirement services and employment beyond retirement

After-service health insurance - ST/AI/394

Employment beyond the age of retirement: Retention in service - ST/AI/213/Rev.1

Joint Staff Pension Board: functions - ST/SGB/Organization, annex II

Participation of mission staff in the United Nations Joint Staff Pension Fund - ST/AI/197

Pensionable remuneration of staff in the General Service and related categories - ST/IC/1994/15; ST/IC/1994/17

Pensionable remuneration on promotion to the Professional category - ST/AI/209

Pensionable remuneration scales for staff in the Professional and higher categories and for staff in the Field Service category - ST/IC/1993/61

Personal identification cards for retired staff members - ST/AI/333; ST/AI/387

Retention in service and employment beyond the age of retirement - ST/AI/213/Rev.1

Scheme of social security for the staff - ST/SGB/Staff Rules/1/Rev.7 and Corr.1 and Amends.1-4 (Rules 106.1-106.6)

Tax equalization - Joint Staff Pension Fund - ST/SGB/171

12. Post adjustment

Application of remuneration correction factor to post adjustment at Geneva and Vienna; implementation of Administrative Tribunal Judgement No. 421 - ST/IC/88/55

Post adjustment multiplier for New York - ST/IC/1994/12

Survey of housing and domestic service for calculation of post adjustment - ST/IC/1991/55

Survey of out-of-area expenditures for post adjustment calculation - ST/IC/1994/7

13. Salary scales and payments

Conference and other short-term staff - ST/SGB/Staff Rules/3/Rev.5

Currency of payments of salaries and allowances - ST/AI/230/Rev.2 and Corr.1-2 and Amends.1-2 and Amend.2/Corr.1

December mid-month salary advance - ST/IC/1992/74; ST/IC/1993/68

Field Service category - ST/IC/1993/61; ST/IC/1994/6

General Service categories (including Security Service, Trades and Crafts, Public Information Assistants and Language Teachers) - ST/IC/87/67 and Corr.1; ST/IC/1990/35 (paras. 5-6 only); ST/IC/1990/48; ST/IC/1990/66 (para. 4 only); ST/IC/1993/52 and Corr.1 and Add.1; ST/IC/1994/15; ST/IC/1994/17

Language teachers - ST/AI/316; ST/IC/1990/35 (paras.5-6 only); ST/IC/1990/48; ST/IC/1993/52 and Corr.1 and Add.1

Language-typing and word-processing units: Salary differential - ST/AI/259/Rev.10 and Amend.5

Long-service step in salary scales - General Service - ST/IC/87/46; ST/IC/1993/52 and Corr.1 and Add.1

Night differential - General Service and related categories - ST/AI/298 and Amend.1

Overtime compensation at Headquarters - ST/AI/265; ST/AI/298 and Amend.1

Professional and higher categories - ST/SGB/Staff Regulations/Rev.22 and Amend.1; ST/IC/1993/61; ST/IC/1994/6

Revised format of salary scales of locally recruited staff - ST/IC/1994/17; ST/IC/1994/15

Salary differential for General Service staff in the language-typing and word-processing units - ST/AI/259/Rev.10 and Amend.5

Separation payments for staff in the Professional and higher categories and in the Field Service category - ST/IC/1992/18

14. Staff regulations and rules

Administration of the Staff Regulations and Staff Rules - ST/SGB/151; ST/AI/234/Rev.1 and Amend.1

Staff Regulations - ST/SGB/Staff Regulations/Rev.22 and Amend.1

Staff Rules:
--Conference and other short-term service - ST/SGB/Staff Rules/3/Rev.5
--Rules governing compensation - ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1
--Secretariat personnel (series 100) - ST/SGB/Staff Rules/1/Rev.7 and Corr.1 and Amends.1-4
--Technical assistance project personnel (series 200) - ST/SGB/Staff Rules/2/Rev.7 and Corr.1 (English only) and Amends.1-2

15. Training, career development and examinations

Career development system - ST/SGB/166; ST/AI/277; ST/AI/301 and Add.1; ST/AI/358 and Amend.1; ST/IC/86/52; ST/IC/86/62 (see also Placement and promotion below)

Competitive examination for promotion to the Professional category - ST/SGB/173; ST/AI/396 and Add.1-2
--1994 examination - ST/AI/396 and Add.1-2
--Central Examination Board - ST/AI/396/Add.2
--Specialized Board of Examiners - ST/AI/396

Competitive examinations:
--1994: Arabic interpreters - ST/IC/1994/9
--1994: Arabic proof-readers - ST/IC/1993/42 and Corr.1 and Add.1
--1994: Editorial assistants and language reference assistants - ST/IC/1994/22
--1994: French editors - ST/IC/1993/62
--1994: German translators/precis writers - ST/IC/1994/29
--1994: Spanish interpreters - ST/IC/1994/20
--1994: Spanish translators/precis writers - ST/IC/1994/19

Computer training - ST/IC/1992/50

External studies programme - ST/AI/281/Rev.1

In-service training and career development for Secretariat staff - ST/SGB/144 and ST/SGB/144/Rev.1 (French only)

Language proficiency:
--Conditions for promotion and accelerated increment based on knowledge of second language (Professional and above) - ST/AI/207
--Examinations - ST/IC/1993/64; ST/IC/1994/14

Language and communication skills training: academic year 1994/95 - ST/IC/1994/26

Linguistic standards - Secretariat - ST/AI/113

National competitive examinations - ST/SGB/210

Placement and promotion - ST/SGB/267; ST/AI/390 and Corr.1; ST/AI/382; ST/IC/1993/66 and Corr.1-2 and Add.1

Sabbatical leave programme for the academic year 1994/95: United Nations/Academic Council on the United Nations System - ST/IC/1993/69

Staff Incentive Programme - ST/AI/320 and Add.1 and Add.1/Corr.1 (English only) and Add.1/Corr.2; ST/IC/85/39

Studies programme: External - ST/AI/281/Rev.1

Word-processing operations:
--Computer training - ST/IC/1992/50
--Guidelines for work with visual display units - ST/IC/84/18 and Amend.1
--Standard for word-processing software for microcomputers - ST/AI/361
--Tests - ST/AI/334

16. United States taxes

Changes in United States tax legislation concerning individuals in the United States who are not United States nationals - ST/IC/84/74; ST/IC/1991/39

Investment income from United States sources: staff members who are not United States nationals - ST/IC/84/10; ST/IC/84/74

Payment of income taxes - ST/IC/84/80; ST/IC/87/64; ST/IC/1993/5; ST/IC/1994/2

Significant changes in United States estate tax and their possible effect on non-United States citizen staff members - ST/IC/1991/39

17. Visas

Employment of family members on G-4 visa - ST/AI/294; ST/IC/78/53; ST/IC/89/13; ST/IC/89/25

Household employees: procedure for obtaining G-5 visa - ST/AI/294

Information on staff members requested by the United States Mission - ST/IC/87/27 (English only) and Add.1 (English only)

Procedure for obtaining G-4 and G-5 visas - ST/AI/294

United States Immigration Reform and Control Act of 1986 - ST/IC/87/16 and Corr.1; ST/IC/89/7

United States Immigration Technical Corrections Act of 1988 - ST/IC/89/7

Visa Committee: composition and functions - ST/SGB/Organization, annex I

Visa status of non-United States staff - ST/AI/294

XII. PROPERTY AND SUPPLIES

1. Property control

Acquisition, replacement and maintenance of office automation equipment - ST/AI/339
--Electronic mail - automatic message deletion - ST/IC/1994/28
--Electronic mail policies and standards - ST/AI/386
--Office automation standardization: Policies and procedures - ST/AI/347
--Secure telecommunications equipment - ST/SGB/269
--Service calls for office equipment - ST/IC/1991/57

Acquisition, use and support of microcomputers in the United Nations - ST/AI/355
--Computer training - ST/IC/1992/50
--Desktop publishing hardware and software: Standards - ST/AI/359; ST/AI/189/Add.26
--Electronic mail - automatic message deletion - ST/IC/1994/28
--Electronic mail policies and standards - ST/AI/386
--Electronic publishing: Guidelines - ST/AI/189/Add.26
--Microcomputer viruses: prevention - ST/IC/1990/8; ST/IC/1992/14
--Operating system software to be used on personal computer local area networks - ST/IC/1991/18
--Service calls for office equipment - ST/IC/1991/57
--Software products for microcomputers - ST/IC/1991/4
--Word-processing software for microcomputers: Standard - ST/AI/361

Control of United Nations property covered by personal property receipts - ST/AI/97/Rev.2

Desktop publishing hardware and software: Standards - ST/AI/359
--Guidelines for electronic publishing - ST/AI/189/Add.26

Document copying and duplicating facilities - ST/ADM/SER.A/1214

Economy in the use of stationery and office supplies - ST/ADM/SER.A/1814; ST/IC/88/18; ST/IC/1992/76

Electronic mail - automatic message deletion - ST/IC/1994/28

Electronic mail policies and standards - ST/AI/386

Excess property - ST/AI/322

Material and package removal passes - ST/AI/193/Rev.1

Microcomputer viruses: prevention - ST/IC/1990/8; ST/IC/1992/14

Office automation standardization: Policies and procedures - ST/AI/347
--Desktop publishing hardware and software: Standards - ST/AI/359
--Electronic mail - automatic message deletion - ST/IC/1994/28
--Electronic mail policies and standards - ST/AI/386
--Secure telecommunications equipment - ST/SGB/269
--Word-processing software for microcomputers: Standard - ST/AI/361

Official cars: Policy on provision and use - ST/AI/337

Operating system software to be used on personal computer local area networks - ST/IC/1991/18

Property:
--Control of United Nations property covered by personal property receipts - ST/AI/97/Rev.2
--Excess property - ST/AI/322
--Property management - ST/IC/1993/21
--Property records and inventory control under revised definition of non-expendable property - ST/AI/374
--Property Survey Board: Headquarters - ST/SGB/Organization, annex I; ST/AI/202
--Securing United Nations property - ST/IC/81/38; ST/AI/341; ST/SGB/272

Property management - ST/IC/1993/21

Property records and inventory control under revised definition of non-expendable property - ST/AI/374

Property Survey Board: Headquarters - ST/SGB/Organization, annex I; ST/AI/202

Requisition for equipment, supplies or services - Form PT.72 - ST/AI/329

Safeguarding of United Nations keys - ST/IC/84/33

Secure telecommunications equipment - ST/SGB/269

Securing United Nations property - ST/IC/81/38; ST/AI/341; ST/SGB/272

Security of information - ST/SGB/272

Service calls for office equipment - ST/IC/1991/57

Software products for microcomputers - ST/IC/1991/4

Technological Innovations Board - ST/SGB/245; see also: ST/AI/339; ST/AI/345; ST/AI/347; ST/AI/355; ST/AI/359; ST/AI/361; ST/AI/386; ST/IC/1991/4; ST/IC/1991/18; ST/IC/1991/57; ST/IC/1994/23

Technological Innovations Committees - ST/AI/345; see also ST/AI/339; ST/AI/347; ST/AI/355; ST/AI/359; ST/AI/361; ST/AI/386; ST/IC/1991/4; ST/IC/1991/18; ST/SGB/245

Word-processing software for microcomputers: Standard - ST/AI/361

2. General

Authority for mailing official United Nations publications, supplies and equipment - ST/AI/82; ST/AI/189/Add.10

Committee on Contracts: composition and functions - ST/SGB/Organization, annex I

Energy conservation - ST/AI/323; ST/IC/89/34

XIII. PROTOCOL

Registration of representatives, establishment of passes and publication of official documents containing lists of delegates to meetings of United Nations organs - ST/AI/118/Rev.1

United Nations Flag Code and Regulations - ST/SGB/132

XIV. TRAVEL AND TRANSPORTATION

1. Automobiles, baggage and customs

Accompanied excess baggage: Reimbursement of cost - ST/AI/229 and Add.1-2

Automobiles: Transportation of privately owned automobiles - ST/AI/176/Rev.3 and Amends.1-2; ST/AI/224/Rev.1 and Amend.22

Duty-free and tax-free entry of baggage and effects into the United States - ST/AI/254 and Amends.1-2

Reimbursement for travel by private motor vehicle - ST/AI/224/Rev.1 and Amend.22

Shipping and insurance procedures for shipment of personal effects and household goods - ST/AI/238/Rev.1; ST/AI/383; ST/IC/1991/12

Split shipments of personal effects and household goods - ST/AI/383

Transportation of privately owned automobiles - ST/AI/176/Rev.3 and Amends.1-2; ST/AI/224/Rev.1 and Amend.22

Travel and shipping restrictions - ST/IC/1991/12

Unaccompanied shipments and insurance coverage for personal effects and household goods - ST/AI/264/Rev.1 and Corr.1 and Amend.1 and Amend.1/Corr.1 (French only) and Amend.2; ST/AI/383

2. Expenses

Assignment of staff to a duty station other than their official duty station for periods of less than one year - ST/AI/143/Rev.26 and Amends.8-10

Computation of travel subsistence allowance - ST/AI/196 and Amend.1

Special entitlements for staff members serving at designated duty stations - ST/AI/280/Rev.6 and Amend.1 and Amend.1/Corr.1 (English only), Amend.1/Corr.2, Amend.2 and Amend.2/Add.1-2 and Amend.3 and Amend.3/Add.1

Subsistence allowance:
--Assignment of staff to a duty station other than their official duty station for periods of less than one year - ST/AI/143/Rev.26 and Amends.8-10
--Computation of travel subsistence allowance - ST/AI/196 and Amend.1
--System of daily subsistence allowance - ST/AI/137 and Amend.5 and Add.1/Rev.1
--United Nations conferences - ST/AI/133

System of daily subsistence allowance - ST/AI/137 and Amend.5 and Add.1/Rev.1

Terminal expenses - ST/AI/206/Rev.3 and Amend.2

Travel advances - ST/AI/381; ST/IC/84/65

Travel expenses and subsistence allowances:
--Members of organs or subsidiary organs of the United Nations - ST/SGB/107/Rev.6
--United Nations conferences - ST/AI/133

3. General

Airline mileage credit - ST/IC/85/18; ST/IC/88/6

Control of travel on official business - ST/SGB/207/Rev.1; ST/AI/319

Education grant travel - ST/AI/249/Rev.3 and Amend.2

Family visit travel - ST/AI/215/Rev.1; ST/AI/280/Rev.6 and Amend.1 and Amend.1/Corr.1 (English only), Amend.1/Corr.2, Amend.2 and Amend.2/Add.1-2 and Amend.3 and Amend.3/Add.1

Home leave - change of place of home leave and change of country of home leave - ST/AI/367

Host country travel regulations - ST/IC/85/48; ST/IC/85/74 and Corr.1; ST/IC/85/76; ST/IC/86/4; ST/IC/87/42; ST/IC/88/57; ST/IC/89/10; ST/IC/1990/14; ST/IC/1990/16; ST/IC/1990/34; ST/IC/1990/67; ST/IC/1990/74; ST/IC/1991/3; ST/IC/1991/48; ST/IC/1991/67; ST/IC/1992/2 ST/IC/1992/33; ST/IC/1992/51; ST/IC/1992/58; ST/IC/1993/7; ST/IC/1994/5

Information for United Nations travellers - ST/AI/257; ST/AI/381; ST/IC/1991/12

Mode and standards of travel - ST/AI/249/Rev.3 and Amend.2

Official travel:
--Arrangements for approval - ST/AI/319
--Procedures - ST/SGB/207/Rev.1; ST/AI/319
--Travel and shipping restrictions - ST/IC/1991/12

Official travel agency at Headquarters - ST/IC/1993/45

Official United Nations travel to and representation at conferences and meetings - ST/SGB/207/Rev.1; ST/AI/133; ST/AI/319

Option of a lump-sum payment for travel by air in lieu of provision by the Organization of travel tickets and related entitlements on home leave, education grant and family visit travel - ST/IC/1990/13 and Amend.3

Standard of accommodation:
--Airline mileage credit - ST/IC/85/18; ST/IC/88/6
--Travel time and rest stopovers - ST/AI/249/Rev.3 and Amend.2

Travel advance payments - ST/IC/84/65; ST/AI/381

Travel and shipping restrictions - ST/IC/1991/12

Travel time and rest stopovers - ST/AI/249/Rev.3 and Amend.2

Visas (see section XI.17 above)

INDEX

	Page
Abandonment of post: Separation for	26
Absence: Unauthorized	26
Accelerated increment: Conditions for promotion	25
Acceptance of gifts	27
Acceptance of payments from Governments to supplement United Nations emoluments	7, 27
Acceptance of remuneration from sources external to the Organization	7, 27
Access to garage	2
Access to League of Nations archives	4
Access to premises	1
Accident prevention: Instructions with respect to reporting of work injuries, safety measures and	2, 30
Accommodation: Standard of	38
Accompanied excess baggage	37
Acquisition, replacement and maintenance of office automation equipment	9, 35
Acquisition, use and support of microcomputers	10, 35
Addresses and telephone numbers for claims and benefit inquiries (medical insurance carrier)	31
Administration and Management - Department of	14
Administration of internal appeals and disciplinary systems - transfer of responsibilities, and reform programmes	23
Administration of the Staff Regulations and Staff Rules	27, 33
*Administration/staff relations	20-21
Administrative instructions and information circulars: Secretary-General's bulletins,	11
Administrative issuances	7, 20, 29
Administrative Management Service (now Management Advisory Service)	14
Administrative Review Unit	23
Advisory Board on Compensation Claims	3, 17
Advisory Committee for the Coordination of Information Systems - see Inter-Organization Board for Information Systems and Related Activities	
Advisory Panel on Management and Finance	17
African Institute for Economic Development and Planning	7, 13, 19

* Indicates heading.

	Page
After-school recreation and study programme for United Nations children	29
After-service health insurance	30
Airline mileage credit	38
Airmail envelopes: Use of	4
Alcohol/substance abuse: Employee assistance in cases of	29, 31
*Allowances, entitlements and grants	21-23
Annual leave from designated duty stations - travel expenses	26
*Appeals	23-24
Appointment and Promotion Board	17, 24
Appointment and Promotion Committee	17, 24
Appointment and Promotion Panel	17, 24
Appointment and promotion committees at designated offices away from Headquarters	24
Appointment, extension and conversion of contractual status of staff in the General Service, Security Service and Manual Workers categories	24
Appointment of senior officials	12, 24
*Appointments, placement and promotion	24-26
Approving officers: Certifying and	7
*Archives and records: Communications,	4-5
Arrangements for admission to premises, catering facilities and commercial operations for sessions of the General Assembly	1, 29
Arrest or detention of staff members, other agents of the United Nations and members of their families: Reporting - see International civil service - security, safety and independence	
Asian Institute for Economic Development and Planning	7, 13, 19
Assignment grant	21
Assignment of staff to a duty station other than their official duty station for periods of less than one year	37
*Attendance, leave and working hours	26
*Authority: Delegation of	27
Authority for mailing official United Nations publications, supplies and equipment	36
Authority of United Nations security officers	3
*Automobiles, baggage and customs	37
*Baggage and customs: Automobiles,	37
Beneficiary: Designation, change or revocation of	3, 29
Board: Central Examination	18
Board of Auditors	7

	Page
Board of Examiners: Specialized	19
Boards - see Organizational structure	
Bookshop - United Nations	1, 9, 29
*Buildings, premises and security	1-3
Cables	4
Card access control system at Headquarters	1, 2, 3
*Career development and examinations: Training,	33-34
Career Development Committee	17
Cars: Official	36
Catering arrangements	1, 9
Central Emergency Revolving Fund: Establishment and operation	9
Central Evaluation Unit	14
Central Examination Board	17
Central Monitoring Unit	14
Centre for Human Rights	14
Centre for Human Settlements	14
Centre on Transnational Corporations - United Nations (responsibilities now incorporated in the secretariat of the United Nations Conference on Trade and Development)	14
Certifying and approving officers	7
Changes in the top echelon	12, 24
Cheque signatories and finance officers designated as approving officers	7
*Claims	3
Claims Board	3, 17
Classification Appeals and Review Committees	18, 23, 28
Closure of Headquarters buildings to the public - official holidays and	1
Committee on Contracts	1, 18, 36
Committee on the Employment of Women in the Secretariat	18, 24
Communication skills training: Language and	34
*Communications, archives and records	4-5
Compensation and related rules - application to staff	3
Compensation to members of commissions, committees or similar bodies in the event of death, injury or illness attributable to service with the United Nations	3
Compensation for loss of, or damage to, personal effects	3
Competitive examinations	25, 33
Computer training	10, 33
Computer virus alert	10

	Page
Conduct of staff members	27
Conference and Support Services - Office of -	14
Conference on Trade and Development - secretariat of the United Nations	14
Conference Services - Office of (responsibilities now incorporated in the Office of Conference and Support Services)	14
*Conferences	5
Confidential files - Abolition	27
Confidential material: Valuables and	3, 11
Confidentiality of mailing lists and registers	4, 10
Conservation: Energy	1, 36
Construction project: North garden	1
Consultants (including technical assistance personnel)	25
Consultative Committee on Administrative Questions	14
Contractors - institutional or corporate	25
Contracts: Committee on	1, 18, 36
Contributions from non-member States	7
Control of travel on official business	38
Control of United Nations property covered by personal property receipts	35
Copying: Document	10, 35
Copyright in United Nations publications	5
*Correspondence and mailing: Communications,	4
Currency of payments of salaries and allowances	29, 32
*Customs: Automobiles, baggage and	37
Dag Hammarskjöld Library	11, 14
Dag Hammarskjöld Memorial Library building	1, 11
Death and disability coverage for members of the Joint Inspection Unit	3
Delegates Dining Room: Credit policy	7, 9
Delegation of authority under the Financial Rules	8, 27
Delegation of financial authority to the International Trade Centre	8
Delivery and picking up of personal packages	3, 4
Department for Development Support and Management Services	14
Department for Disarmament Affairs (responsibilities now incorporated in the Department of Political Affairs)	15
Department for Economic and Social Information and Policy Analysis	15
Department for Policy Coordination and Sustainable Development	16

	Page
Department for Special Political Questions, Regional Cooperation, Decolonization and Trusteeship and the Office of the Commissioner for Namibia (responsibilities now incorporated in the Department of Political Affairs)	17
Department of Administration and Management	14
Department of Conference Services (now Office of Conference and Support Services)	14
Department of Economic and Social Development (responsibilities now incorporated in the Department for Development Support and Management Services, the Department for Economic and Social Information and Policy Analysis, and the Department for Policy Coordination and Sustainable Development)	15
Department of Humanitarian Affairs	15
Department of International Economic and Social Affairs (responsibilities now incorporated in the Department for Economic and Social Information and Policy Analysis and the Department for Policy Coordination and Sustainable Development)	16
Department of Peace-keeping Operations	16
Department of Political Affairs	16
Department of Political and Security Council Affairs (responsibilities now incorporated in the Department of Political Affairs)	16
Department of Public Information	16
Department of Technical Cooperation for Development (responsibilities now incorporated in the Department for Development Support and Management Services)	17
Dependency allowances	21
Dependency status	21
Deposit of salary: Direct	7, 29
Depository libraries	5
Designation of staff members performing significant functions	7, 27
Designation, change or revocation of beneficiary	3, 29
Desktop publishing hardware and software - standards	5, 10, 35
Development Support and Management Services - Department for	14
Diplomatic plates: Unauthorized use	27, 30
Diplomatic pouch	5
Disarmament Affairs - Department for (responsibilities now incorporated in the Department of Political Affairs)	15
Disaster Relief Coordinator - Office of the United Nations (responsibilities now incorporated in the Department of Humanitarian Affairs - see also Emergency Relief Coordinator)	15

	Page
Disciplinary and appeals cases	23
Disciplinary measures and procedures: Revised	24
Distribution of documents, meetings records, official records and publications	5
Division for Palestinian Rights (Political and General Assembly Affairs - now Political Affairs)	16
Documentation for meetings	5
*Documents and publications	5-6
Documents services: Requests for	6
Drug Control Programme: United Nations International	17, 20
*Duties and obligations	27
Duty-free and tax-free entry of baggage and effects into the United States	37
Economic and Social Commission for Asia and the Pacific - secretariat of the	15
Economic and Social Commission for Western Asia - secretariat of the	15
Economic and Social Development - Department of (responsibilities now incorporated in the Department for Development Support and Management Services, the Department for Economic and Social Information and Policy Analysis, and the Department for Policy Coordination and Sustainable Development)	15
Economic and Social Information and Policy Analysis - Department for	15
Economic Commission for Africa - secretariat of the	15
Economic Commission for Europe - secretariat of the	15
Economic Commission for Latin America and the Caribbean - secretariat of the	15
Economy in the use of stationery and office supplies	35
Education grant and special education grant for disabled children	21
Education grant travel	38
Electronic Data-Processing and Information Systems Service	15
Electronic mail policies and standards	4, 10, 35
Electronic publishing	6, 10
Elevators	1
Emblem: Use of United Nations	6
Emergency Relief Coordinator - see Humanitarian Affairs	
Employee assistance in cases of alcohol/substance abuse	29, 31
*Employment beyond retirement: Pensions, post-retirement services and	31-32

	Page
Employment of family members in the General Service category: Consideration	25
Employment of family members on G-4 visa	34
Employment of spouses	25
Employment of Women in the Secretariat: Committee on	18, 24
Employment: Part-time	25
Energy conservation	1, 36
*Entitlements and grants: Allowances,	21-23
Environment Programme - secretariat of the United Nations	15
Environmental conditions - see Secretariat buildings	
Equality of men and women in the Secretariat	25, 27
Equipment: Acquisition, replacement and maintenance of office automation	9, 35
Equipment, supplies or services: Requisition for	11, 36
Escalators	1
Establishment and maintenance of branch libraries and reference centres	11
Establishment and management of trust funds	9
Establishment and operation of the Central Emergency Revolving Fund	9
Estate tax: Significant changes in United States (and their possible effect on non-United States citizen staff members)	34
*Examinations: Training, career development and	33-34
Excess property	1, 35
Exchange of United Nations documents and publications	6
Executive Office of the Secretary-General	15
Exhibits Committee - guidelines	10, 18
Expenses: Terminal (and travel)	37
External studies programme	33
Family visit travel	38
Facsimile communications services to United Nations offices, specialized agencies and peace-keeping missions: Telephone and	4
Field Operations Division	15
Field Service category:	
Mission subsistence allowance	12
Movement to Professional category	12, 25
Salary scales and payments	32
Separation payments	22, 33
Files: Official status - consolidation of personnel records into	29

	Page
Filing of adverse material in personnel records	29
*Finance	7-9
*Financial arrangements	7
Financial Regulations and Rules	8
Financial Services - Office of (responsibilities now incorporated in the Office for Programme Planning, Budget and Accounts)	15
Financial situation of the Organization	8, 13
Fireworks display	1, 29
Flag Code and Regulations: United Nations	37
Forms management programme	10
*Garage	2, 9
Garage Review Board	2, 18
General Assembly: Conduct of staff members in relation to	27
General Assembly: Arrangements for admission to premises, catering facilities and commercial operations for sessions of the	1, 29
*General office procedures	9-11
General Service Classification Appeals and Review Committees	18, 23, 28
General Services - Office of (responsibilities now incorporated in the Office of Conference and Support Services)	15
General trust funds	9
Gifts: Acceptance of	27
Gifts and historical items - preservation of	4
Grievance panels	23
Grounds passes	2
Group life insurance	31
Group of High-level Intergovernmental Experts to Review the Efficiency of the Administrative and Financial Functioning of the United Nations	13
Hardship allowance: Mobility and	22
Headquarters postal address	4
Health and Life Insurance Committee	18, 31
Home leave - change of place of home leave and change of country of home leave	21, 26, 38
Hospitality: Official	8, 22, 29
Host country travel regulations	38

	Page
Household employees - procedure for obtaining G-5 visa	34
Human Resources Management - Office of (formerly Office of Personnel Services)	15
Human Rights: Centre for	14
Human Settlements: Centre for	14
Humanitarian Affairs - Department of	15
Identification cards: Personal	2, 32
Immigration Reform and Control Act of 1986 and United States Immigration Technical Corrections Act of 1988: United States	34
Improvement of programme delivery - proposals for - see Reporting of inappropriate use of United Nations resources	
Income taxes: Payment of	34
Information circulars: Secretary-General's bulletins, administrative instructions and	11
Information for United Nations travellers	38
Information on staff members requested by the United States Mission	34
Institutes	7, 13, 19
*Insurance: Medical and other	31
Integrated Management Information System (IMIS) release II at Headquarters: Introduction of a revised interim personnel action notification form prior to the implementation of	8, 10, 30
*Inter-agency boards and committees	14
Inter-Organization Board for Information Systems and Related Activities (now Advisory Committee for the Coordination of Information Systems)	14
Internal Audit Division	15
Internal Oversight Services - Office of	16
International Civil Service Commission	14
International civil service - security, safety and independence	20, 29
International Computing Centre	14
International Economic and Social Affairs - Department of (responsibilities now incorporated in the Department of Economic and Social Information and Policy Analysis and the Department for Policy Coordination and Sustainable Development)	16
International instruments (conventions, agreements, treaties, etc.) - Secretariat procedures with regard to	11
International Research and Training Institute for the Advancement of Women	13, 19

	Page
International Standard Book Number (ISBN) and International Standard Serial Number (ISSN) for United Nations publications: Use of the	6
International Trade Centre	7
International Women's Day	29
Inventory control: Property records and	36
Issuances: Administrative	7, 20, 29
*Job classification systems	28
Joint Advisory Committee	18, 20
Joint Appeals Board	18, 20, 23
Joint Catering Advisory Committee	18, 20
Joint Disciplinary Committee	18, 20, 23
Joint Inspection Unit: Death and disability coverage for members of the	3
Joint Inspection Unit - functions	14
Joint Staff Pension Board - United Nations	14, 32
Joint Staff Pension Fund: Participation of mission staff in the United Nations	12, 32
Joint Staff Pension Fund, United Nations: Tax equalization	32
Keys: Safeguarding of	1, 3, 11, 36
Laissez-passer	29
Language allowance for staff in the Trades and Crafts category at Headquarters	21
Language proficiency	34
Language teachers	25, 32
Language and communication skills training	34
Language-typing and word-processing units - salary differential	8, 32
Latin American Institute for Economic and Social Planning	7, 13, 19
Law of the Sea - secretariat of the Third United Nations Conference on the (responsibilities now incorporated in the Office of Legal Affairs)	16
League of Nations archives: Access to	4
*Leave and working hours: Attendance,	26
Leave: External studies	26
Leave: Home	21, 26, 38

	Page
Leave programme for the academic year 1994/95: Sabbatical	26, 34
Legal Affairs - Office of	16
Libraries: Depository	5
Library	1, 11, 14
Life insurance: Group	31
Linguistic standards - Secretariat	34
Lost and found property: Security of valuable articles	3
Losses of cash	8
Lump-sum payment for travel by air in lieu of provision by the Organization of travel tickets and related entitlements on home leave, education grant and family visit travel: Option of	38
Mail Operations Section (General Services - former Office of)	15
*Mailing: Communications, correspondence and	4
Mailing lists and registers: Confidentiality of	4, 10
Mailing of official United Nations documentation	6
Mailing official United Nations publications, supplies and equipment: Authority for	36
Management Advisory Service - see Administrative Management Service	
Management and Finance: Advisory Panel on	17
Management improvement programme	10
Manpower utilization surveys - implementation and follow-up of recommendations	13
Manual of the Secretariat: Organization	13
Material and package removal passes	2, 3, 35
Maternity leave	25
Medal for award to military personnel - regulations	12
Medal Programme - United Nations	9
*Medical and other insurance	31
Medical examinations for family members: Reimbursement of costs of basic	22, 31
Meditation Room located in the visitors' lobby of the General Assembly building	1
Messenger unit zoning system	4
Microcomputers in the United Nations: Acquisition, use and support of - guidelines for	9, 10, 35
Microcomputer viruses - prevention	3, 10, 35
Mid-month salary advances - adjustment	8
Mission subsistence allowance (see also Allowances, entitlements and grants)	12

	Page
*Missions	12
Mobility and hardship allowance	22
Mode and standards of travel	38
Motorcycle and bicycle parking	2
Movement of staff from the Field Service category to the Professional category	12, 25
Namibia - see Department for Special Political Questions Regional Cooperation, Decolonization and Trusteeship and the Office of the United Nations Commissioner for (responsibilities now incorporated in the Department of Political Affairs)	
National competitive examinations	34
National holidays	26
Newsletters	6
Newspapers - circulation	12
Night differential	26, 33
Nomenclature: Organizational	13
Non-governmental organizations and the United Nations Secretariat: Policies and procedures governing the relationship between	13
Non-reimbursable loans of personnel services from sources external to the United Nations common system	8
Non-resident's allowance	22
*Obligations: Duties and	27
Office at Geneva - United Nations	16
Office at Vienna - United Nations	16
Office automation equipment: Acquisition, replacement and maintenance of	9, 35
Office automation standardization - policies and procedures	10, 35
Office for Political and General Assembly Affairs and Secretariat Services (responsibilities now incorporated in the Department of Political Affairs)	16
Office for Programme Planning, Budget and Accounts	16
Office for Research and the Collection of Information (responsibilities now incorporated in the Department of Political Affairs)	17
Office of Conference and Support Services (formerly Office of Conference Services and Office of General Services)	15

	Page
Office of Financial Services (responsibilities now incorporated in the Office for Programme Planning, Budget and Accounts)	15
Office of General Services (responsibilities now incorporated in the Office of Conference and Support Services)	15
Office of Human Resources Management (formerly Office of Personnel Services)	15
Office of Internal Oversight Services	16
Office of Legal Affairs	16
Office of Personnel Services (now Office of Human Resources Management)	16
Office of Secretariat Services for Economic and Social Matters (responsibilities now incorporated in the Department of Political Affairs)	17
Office of the Under-Secretaries-General for Special Political Affairs (responsibilities now incorporated in the Department of Peace-keeping Operations)	17
Office of the Under-Secretary-General for Political and General Assembly Affairs (responsibilities now incorporated in the Department of Political Affairs)	16
Office of the United Nations High Commissioner for Refugees	15
Office of the United Nations Disaster Relief Coordinator (responsibilities now incorporated in the Department of Humanitarian Affairs - see also Emergency Relief Coordinator)	15
*Office procedures: General	9-11
Office supplies: Economy in the use of stationery and	35
Official cars	36
Official holidays	26
Official hospitality	8, 22, 29
Official status files - consolidation of personnel records into	29
Official travel	8, 38
Official United Nations travel to and representation at conferences and meetings	5, 38
Operating system software to be used on personal computer local area networks	36
Organization manual of the Secretariat	13
Organizational nomenclature	13
*Organizational structure	12-20

	Page
Outposting of staff from the established location of a department to another location	25
Outside activities of members of the Secretariat	27
Oversight Services - Office of Internal	16
Overtime compensation at Headquarters	8, 26, 33
Package removal passes: Material and	2, 3, 35
Panels of Counsel	18, 21
Panels on Discrimination and other Grievances	18, 21, 23
Parking rates	2
Part-time employment	25
Pass and Identification Unit office location	2
*Passes	2
Payment of income taxes	34
Payroll deduction for personal cheques returned by banks	8, 29
Peace-keeping Operations - Department of	16
Peace-keeping Operations: Senior Planning and Monitoring Group	12, 19
Pension Board, United Nations: Joint Staff	14, 32
Pension Fund: Participation of mission staff in the United Nations Joint Staff	12, 32
*Pensions, post-retirement services and employment beyond retirement	31-32
Performance evaluation report system	25, 30
Personal computer local area networks: Operating system software	36
Personal identification cards	2, 32
Personal insurance assistance programme	31
*Personnel	20-35
Personnel action notification form prior to the implementation of IMIS release II at Headquarters: Introduction of a revised interim	8, 10, 30
Personnel directives	10, 21, 30
Personnel payroll clearance action	8, 10, 30
Personnel records cards - maintenance	11, 30
Personnel Services - Office of (now Office of Human Resources Management)	16
Placement and promotion	25, 34
Policy Coordination and Sustainable Development - Department for	16
Political Affairs - Department of	16
Political and General Assembly Affairs - Office of the Under-Secretary-General for (responsibilities now incorporated in the Department of Political Affairs)	16

	Page
Political and Security Council Affairs - Department of (responsibilities now incorporated in the Department of Political Affairs)	16
Political Questions, Regional Cooperation, Decolonization and Trusteeship and the Office of the United Nations Commissioner for Namibia - Department for Special (responsibilities now incorporated in the Department of Political Affairs)	17
*Post adjustment	32
Post adjustment classification for New York	32
Postal address: Headquarters	4
*Post-retirement services and employment beyond retirement: Pensions,	31-32
*Pouch	5
*Premises and security: Buildings,	1-3
Procedures of the Senior Review Group for the filling of posts at the Director (D-2) and higher levels - see Senior Review Group	
Programme delivery - proposals for improvement of - see Reporting of inappropriate use of United Nations resources	
Programme Planning, Budget and Accounts - Office for	16
Programme support accounts	9
Promotion policy and review - see Placement and and promotion	
Promotion registers	25
*Promotion: Appointments, placement and	24-26
*Property and supplies	35-36
Property: Excess	1, 35
Property Survey Board	19, 36
*Protocol	36
Public Information - Department of	16
Publications Board	5, 19
*Publications: Documents and	5-6
Publishing: Electronic	6, 10
*Records: Archives and	4
Records management: Archives and (General Services - former Office of)	15
Recourse procedures	24
Recruitment: Temporary suspension	26
Rectification of date of birth or of other personal data - request for	27, 30
Recycling programme in the Secretariat building: Office paper	10

	Page
Reference centres: Establishment and maintenance of branch libraries and	11
References and acknowledgements (in United Nations publications and documents)	6
Regional Commissions Liaison Office	16
Registration of representatives, establishment of passes and publication of official documents containing lists of delegates to meetings of United Nations organs	36
Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours	2, 26
*Regulations and rules (Finance)	8
*Regulations and rules (Staff)	33
*Regulations for the control and limitation of documentation	5-6
Reimbursement for work permit fees	22
Reimbursement of costs of basic medical examinations for family members	22, 31
Release of staff members in bad weather and other conditions	26
Relief and Works Agency for Palestine Refugees in the Near East - United Nations	16
Relief Committees - United Nations: Staff (see also Solicitation of voluntary contributions within the Secretariat)	30
Remuneration from sources external to the Organization: Acceptance of	7, 27
Rental subsidies and deductions	22
Repatriation grant	22
Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery	8, 11, 24, 27, 30
Representation by counsel in disciplinary and appeals cases	24
Requisition for equipment, supplies or services	11, 36
Research and the Collection of Information: Office for (responsibilities now incorporated in the Department of Political Affairs)	17
Restructuring of Secretariat departments and offices	13
Retention in service and employment beyond the age of retirement	32
*Revenue-producing activities	9
Revised disciplinary measures and procedures	24
Rules governing compensation in the event of death, injury or illness	31
*Rules: Staff regulations and	33

	Page
Sabbatical leave programme for the academic year 1994/95 - United Nations/Academic Council on the United Nations System	26, 34
Safeguarding of United Nations keys	1, 3, 11, 36
*Safety	2
Safety measures and accident prevention - instructions with respect to reporting of work injuries	2, 30
Sahelien Office: Transfer to UNDP	17
Salaries and allowances - currency of payments	29, 32
Salary advances: Mid-month	8
Salary differential for General Service staff in the language-typing and word-processing units	8, 32
Salary: Direct deposit	7, 29
Salary policy in promotions	26
*Salary scales and payments	32-33
Sale of copies of United Nations recordings - procedure	4
Scheduling of meetings and provision of conference services	4
Scheme of social security for the staff	22, 32
*Secretariat boards and committees	17-19
Secretariat buildings	1
*Secretariat departments and units	14-17
Secretariat of the Economic Commission for Africa	15
Secretariat of the Economic and Social Commission for Asia and the Pacific	15
Secretariat of the Economic Commission for Europe	15
Secretariat of the Economic Commission for Latin America and the Caribbean	15
Secretariat of the Economic and Social Commission for Western Asia	15
Secretariat of the Third United Nations Conference on the Law of the Sea (responsibilities now incorporated in the Office of Legal Affairs)	16
Secretariat of the United Nations Conference on Trade and Development	14
Secretariat of the United Nations Environment Programme	15
Secretariat of the United Nations Relief and Works Agency for Palestine Refugees in the Near East	16
Secretariat of the World Food Council	17
*Secretariat: Organizational structure	12-20
Secretariat procedures with regard to international instruments (conventions, agreements, treaties, etc.)	11
Secretariat Services for Economic and Social Matters - Office of (responsibilities now incorporated in the Department of Political Affairs)	17

	Page
Secretary of the Joint Disciplinary Committee	24
Secretary-General: Executive Office of the	15
Secretary-General's bulletins, administrative instructions and information circulars	11
Secretary-General's records and archives - see United Nations archives and records management	
Secure telecommunications equipment	3, 4, 11, 36
Securing United Nations property	36
*Security	3
Security of information	3, 4, 11, 36
Security, safety and independence: International civil service	20, 29
Senior Advisory Board on Services to the Public	19
Senior Planning and Monitoring Group for Peace-keeping Operations	12, 19
Senior Review Group for the filling of posts at the Director (D-2) and higher levels	19, 26
Separation for abandonment of post	26
Separation payments	22, 33
Service calls for office equipment	11, 36
Sexual harassment: Procedures for dealing with	27, 30
Shipping and insurance procedures for shipment of personal effects and household goods	37
Shutdown of electrical power - see Secretariat buildings	
Smoking in conference rooms and offices	30
Social security for the staff: Scheme of	22, 32
Software products for microcomputers	11, 36
Solicitation of voluntary contributions within the Secretariat (see also Staff Relief Committees - United Nations)	8
Special Advisory Board	19, 21, 24
Special conferences - planning, preparation and servicing	5
Special entitlements for staff members serving at designated duty stations	22, 37
Special measures to improve the status of women in the Secretariat	26
Special Political Affairs - Office of the Under-Secretaries-General for (now Department of Peace-keeping Operations)	17
Special Political Questions, Regional Cooperation, Decolonization and Trusteeship and the Office of the United Nations Commissioner for Namibia - Department for (responsibilities now incorporated in the Department of Political Affairs)	17
Special post allowance to the Professional category	22, 26

	Page
Specialized Board of Examiners (see also Competitive examination for promotion to Professional category)	19
Spouse allowance	22
Staff conduct	27
Staff Day 1994	30
Staff Incentive Programme	22, 30, 34
Staff Incentive Review Committee	19
*Staff regulations and rules	33
*Staff relations: Administration/	20-21
Staff Relief Committees - United Nations (see also Solicitation of voluntary contributions within the Secretariat)	30
Staff representation activities	21
Staff representatives - facilities to be provided	21
Staff-Management Coordination Committee	19, 21
Staff-management relations	21
Staffing of peace-keeping missions	12, 26
Stamps: United Nations	8
Standard of accommodation	38
Stationery and office supplies: Economy in the use of	35
Status report, request for payment of dependency benefits and housing assistance information	22
Steering Committee for the Improvement of the Status of Women in the Secretariat	19, 21
Stock review and disposal - official records and publications	6
Studies programme: External	33
Subsistence allowance	22, 37
Substance abuse: Employee assistance in cases of alcohol/	29, 31
Supplementary payments - see Acceptance of payments from Governments to supplement United Nations emoluments	35-36
*Supplies: Property and	14
Support Services: Conference and - Office of -	
Survey of housing and domestic service for calculation of post adjustment	22, 32
Survey of out-of-area expenditures for post adjustment calculation	23, 32
Tax equalization - United Nations Joint Staff Pension Fund	32
*Taxes: United States	34
Taxi fares	8, 30

	Page
Technical Cooperation for Development - Department of (responsibilities now incorporated in the Department for Development Support and Management Services)	17
Technical cooperation trust funds	9
Technological Innovations Board	19, 36
Technological Innovations Committees at regional commissions and other locations away from Headquarters - establishment and operation	19, 36
Telecommunications equipment: Secure	3, 4, 11, 36
Telegraph form	4, 11
Telephone and facsimile communications services to United Nations offices, specialized agencies and peace-keeping missions	4
Telephone system	4, 11, 30
Telephone voice mail	4, 11
Temporary suspension of recruitment	26
Terminal expenses	37
Termination of permanent appointment for unsatisfactory services - procedure	26
Threshold percentage for the purpose of calculating rental subsidies	23
Time, attendance and leave recording	26
Top echelon: Changes in	12, 24
Tort claims: Resolution of	3
*Training, career development and examinations	33-34
Transfer and assignment	26, 27
Transnational Corporations, United Nations: Centre on (responsibilities now incorporated in the secretariat of the United Nations Conference on Trade and Development)	14
Transportation of privately-owned automobiles	37
*Travel and transportation	37-38
Travel expenses and subsistence allowances	37
*Trust funds and special accounts	9
Unaccompanied shipments and insurance coverage for personal effects and household goods	37
Unauthorized absence	26
Unauthorized use of diplomatic plates by Secretariat officials	27, 30
United Nations archives and records management	4
United Nations Bibliographic Information System	12
United Nations Bookshop	1, 9, 29
United Nations Centre on Transnational Corporations (responsibilities now incorporated in the secretariat of the United Nations Conference on Trade and Development)	14

	Page
United Nations Children's Fund	20
United Nations Commissioner for Namibia - Department for Special Political Questions, Regional Cooperation, Decolonization and the Office of the (responsibilities now incorporated in the Department of Political Affairs)	17
United Nations Development Programme	20
United Nations Disaster Relief Coordinator - Office of the (responsibilities now incorporated in the Department of Humanitarian Affairs - see also Emergency Relief Coordinator)	15
United Nations Emergency Force	7, 12
United Nations Environment Programme - secretariat of the	15
United Nations Flag Code and Regulations	37
United Nations Force in Cyprus	7, 12
United Nations Fund for Population Activities (now United Nations Population Fund)	20
United Nations Garage	2, 9
United Nations High Commissioner for Refugees: Office of the	15
United Nations Industrial Development Organization - conversion to a specialized agency	17
United Nations Institute for Disarmament Research	13
United Nations Institute for Training and Research	13, 20
United Nations International Drug Control Programme	17, 20
United Nations International School - International education for children of United Nations staff at Headquarters	30
United Nations Joint Staff Pension Board	14, 32
United Nations Joint Staff Pension Fund: Participation of mission staff	12, 32
United Nations Joint Staff Pension Fund: Tax equalization	32
United Nations Medal Programme	9
United Nations Office at Geneva	16
United Nations Office at Vienna	16
United Nations Population Fund - see United Nations Fund for Population Activities	
United Nations premises: Use of	1, 5
United Nations recordings: Sale of copies	4
United Nations Relief and Works Agency for Palestine Refugees in the Near East - secretariat of the	16
United Nations Research Institute for Social Development	7, 13, 20

	Page
United Nations Sahelian Office: Transfer of	17
United Nations Social Defence Research Institute	7, 9, 14, 20
United Nations Staff Relief Committees	30
United Nations stamps	9
United Nations telephone system	4, 11, 30
United Nations travel to and representation at conferences and meetings: Official	5, 38
United Nations University	20
United States election day: Time off for voting	26, 30
United States Immigration Reform and Control Act of 1986 and United States Immigration Technical Corrections Act of 1988	34
*United States taxes	34
*Units servicing voluntary programmes	19
Use of United Nations resources and proposals for improvement of programme delivery: Reporting of inappropriate	8, 11, 24, 27, 30
Valuables and confidential material	3, 11
Van Breda medical, hospital and dental insurance scheme for staff away from Headquarters	31
Vehicle service station	2
Viruses: Microcomputer - prevention	3, 10, 35
Visa Committee	19, 35
*Visas	34
Visual display units: Guidelines for work with	2, 11, 29
Voice mail: Telephone	4, 11
Voluntary contributions within the Secretariat: Solicitation (see also United Nations Staff Relief Committees)	8
Voluntary programmes: Units servicing	19
Voting on United States election day: Time off for	26, 30
Wearing of grounds passes	30
Women in the Secretariat:	
Committee on the Employment of Women in the Secretariat	18, 24
Special measures to improve the status of Women in the Secretariat	26
Steering Committee for the Improvement of the Status of Women in the Secretariat	19, 21
Women's Day: International	29
Word-processing operations	34
Work permit fees: Reimbursement	22

	Page
Work-load estimates - documentation	6
Working Group on Relations between Non-governmental Organizations and the Secretariat and United Nations Programmes	13
*Working hours: Attendance, leave and	26
Working languages of the Secretariat	11, 30
World Food Council - secretariat of the	17
Zoning system: Messenger unit	4

- - - - -